



SEMINOLE COUNTY MANAGER POLICIES

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60 - PURCHASING

This manual contains general statements of policy. It does not include the details of each policy, or form an expressed or implied Contract or promise that the policies will be applied in all cases. The manual is to be used with the Purchasing Code and the Administrative Code and may be supplemented from time to time by the County Manager through the issuance of directives that provide more detailed requirements, direction, or expectations. The manual may also be amended at any time as determined to be in the best interests of the County Manager.

The County Attorney's Office has reviewed and concurs with the attached policies and procedures as to form and legality. The procedures are applicable to all County personnel involved in requisitioning, procurement of goods and services, receiving, invoicing, transferring, and replacement of supplies, materials, services, and equipment.

Issued this 17 day of November, 2020.



Nicole Guillet, County Manager



SEMINOLE COUNTY MANAGER POLICIES

POLICY AND PROCEDURE GUIDE TO PURCHASING

A. PURPOSE.

This County Manager's Policies and Procedures ("Policy") is intended to work in tandem with the Administrative Code; in case of conflict the Administrative Code will control. This Policy is designed to facilitate understanding of the Purchasing Code and Administrative Code, the functions, policies and procedures of the Purchasing and Contracts Division, and to serve as a tool in personnel training. Departments and Divisions must keep a current copy of this Policies. The Purchasing and Contracts Division's Website will contain a current copy of these policies and procedures.

Procedures contained in this Policy are applicable to all County personnel involved in the requisitioning and procuring of goods and services, the receiving, transferring, and replacement of supplies, materials, services, and equipment, and invoice processing. At times, the Purchasing and Contracts Division may use new innovative procedures not described below. These procedures may be tested on a trial basis until the procedures are finalized and incorporated in the County Manager's Policies and Procedures.

B. DEFINITIONS. SEE THE ADMINISTRATIVE CODE FOR PROCUREMENT TERMINOLOGY.

C. PURCHASING AND CONTRACTS' MISSION AND VISION STATEMENT.

Mission: To provide Purchasing and Contracting services by teaming with internal customers to deliver innovative, effective, and timely Contracting solutions.

Vision: Knowledgeable and professional personnel working together in trust and with open, honest communications to maintain the integrity of Purchasing and Contracts to provide good, effective customer services in procuring products and services at the best value.

D. RESPONSIBILITIES AND FUNCTIONS. The primary function of the Purchasing and Contracts Division is to procure supplies, materials, equipment, services, and construction required by County in a time frame that meets their needs and to ensure that maximum value is obtained for each dollar spent. Specific responsibilities, duties and functions include the following:

1. Developing purchasing objectives, policies, programs, and procedures for the purchasing of and contracting for all materials, supplies, equipment, services, and construction. Responsible for administering the Purchasing and Administrative Code, as approved by the Board of County Commissioners. Acting as Seminole County's representative on all matters pertaining to purchasing, contracts, Purchasing Card Program, and fixed assets.



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2. Updating and maintaining the Purchasing Administrative Code and County Manager Policies and Procedure documents as needed.
3. Preparing and submitting the annual operations budget for the Purchasing and Contracts Division.
4. Preparing solicitations by assembling specifications, quantities, delivery and technical requirements in cooperation with User Department or Division, which are subsequently included in the solicitation documents.
5. Consolidating requisitions and purchases of like or common items or services to obtain the maximum economic benefits and cost savings and explore the possibilities of buying "in bulk" to take full advantage of quantity discounts. Such consolidations may include requirements of a single Department or may be Multi-Departmental and cooperative purchases.
6. Working with User Departments and Divisions to establish standardization of materials, supplies, and equipment where practicable within a competitive environment.
7. Stay informed of current and new developments in the field of procurement, including, but not limited to, prices, market conditions, new products and services, and other benefits conducted in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations and private businesses and organizations.
8. Creating partnerships with vendors and encouraging full and open competition whenever possible. Assuring fair and equitable business dealings with all vendors. Ensure that the Purchasing and Contracts Website contains current procurement information. Actively developing new sources of supplies.
9. Ensuring that the County does business only with vendors that are in good standing, are financially stable, have high ethical standards, and have a record of good past performance. Identifying and maintaining on file, a list of Contractors who defaulted or performed poorly on previous Contracts with the County to prevent Contractor's performance issues on future contracts.
10. Conducting value analysis, negotiation strategies, and tracking and monitoring past performance of Contractors and Consultants.
11. Manage contractors and vendors performance issues or complaints related to contractual obligations. Arrange or negotiate the return of products as requested by User Department or Division.
12. Maintain an in-house vendor database by commodity. This listing contains general information regarding the vendor and a list of which commodities



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each vendor can provide.

13. Responsible for managing the County's Fixed Assets, including inventory control. Arrange for the disposal, bid, auction or negotiation for the sale of surplus materials and equipment in accordance with the Auditor General, Chapter 10.40 and Florida Statutes. Conduct annual inventory of the County's Fixed Assets and applicable Elected Officials.
14. Oversee and track Contracts to ensure that all orders and change orders are within the Board's Contract approved dollar amount and within the scope of services.
15. Ensure that all purchases are made in compliance with applicable statutory regulations and County Policies.
16. Expedite the delivery of orders, as needed.
17. Manage contractors and vendors performance issues or complaints related to contractual obligations. Arrange or negotiate the return of products as requested by User Department or Division.
18. Train User Department and Division personnel on Purchasing and Contracts processes and procedures, as needed.
19. To eliminate the possibility of corruption or unethical practices in the procurement process.
20. Responsible for the administration of the Purchasing Card Program including policies, procedures and training.

E. STANDARDIZATION AND SPECIFICATIONS.

1. Standardization: The Purchasing and Contracts Division will work with User Departments to establish standardization of materials, supplies and equipment within a competitive environment, where feasible.
2. Specifications and Inter-Division Relations: Cooperation and understanding among Departments and Divisions are critical in the operation of the Purchasing and Contracts Division. The Purchasing and Contracts Division does not determine the requirements for particular procurement but is responsible for determining the applicable source selection and method to meet the particular needs. It is essential that User Departments coordinate with other Departments and Divisions to ensure compatibility with existing infrastructure and equipment, when necessary.
 - (a) The Fleet Division is responsible for the preparation of specifications for rolling stock and other equipment serviced by Fleet in accordance with established guidelines and in coordination with the User



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Department. Information Services is responsible for the development or review and approval of goods and services related to the County information infrastructure such as hardware, software's, licensing agreements and renewals and telephones. Telecommunications is responsible for the approval of goods and services related to the County communication connectivity such as cabling, radios and systems.

- (b) User Departments are responsible for the development of specifications, technical description, performance, and drawings for all solicitations unless the County has contracted for these services. If a Consultant has been contracted for these services, the User Departments are responsible for the approval and submission of the final documents to the Purchasing and Contracts Division.
- (c) User Departments must avoid restricting the specification to the extent that only that one vendor can supply products and services or only one product and service can meet County's needs.
- (d) Specifications shall be clear, non-restrictive and accurate. Specifications should not require materials of a better quality than actually needed or better than required to achieve County's objectives of economy and efficiency.
- (e) During interviews with salespersons, no one shall commit to preference for any product or service, or give any information regarding performance or price which might in any way compromise or obligate the County. Any pricing or specific information received from vendors relative to any good or service under consideration for purchase must not be divulged until after a purchase order or contract has been awarded, except when laws and regulations make such disclosures permissible.

F. SALES TAX RECOVERY. Sales Tax Recovery Resolution No. 96-R-177 will apply when deemed to be in the best interest of the County and as specified in the Administrative Code. These purchases are exempt from the County's Purchasing Code, preserving the sales tax exemption to the benefit of Seminole County. For construction projects where the materials to be purchased is anticipated to be greater than one million dollars or when determined by the User Department in coordination with the Purchasing and Contracts Division, staff should evaluate using the Sales Tax Recovery Program, providing that sufficient savings can be achieved. The procedures to be followed are:

1. The solicitation package must identify that Sales Tax Recovery will be used and a copy of the applicable forms will be included in the solicitation documents. The Bidder will include the cost of all construction materials and equipment in its Bid Price. The Bid Price will also include all Florida State



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sales taxes normally applicable to such materials and equipment. If the County elects to make Sales Tax Recovery purchases, the responsibilities of the County and the Contractor will be governed by this Section. All clerical, administrative, management, supervisory, inspection handling, storage, and other costs necessary for the Contractor to comply with Sales Tax Recovery are included in the Bid Price.

2. The Contractor must require major Suppliers to comply with these procedures.
3. The Contractor will furnish the County with a Requisition identifying each item of material or equipment to be purchased by the Contractor for the project. This form must be reviewed and accepted by the Project Manager and Engineer of Record. The Requisition must include, but not limited to:
 - The name, address, telephone number and contact person for the supplier.
 - Manufacturer or brand, model, or specification number of the item.
 - Quantity needed as determined by the Contractor or its Subcontractors and Suppliers.
 - The price quoted by the Supplier for the material or equipment in question.
 - Any sales tax associated with such quote.
 - Shipping, handling, and insurance costs.
 - Delivery location and date as established by the Contractor or its Subcontractors and Suppliers.
 - Special terms and conditions that have been negotiated with the supplier regarding payment terms, discounts, rebates, warranty, credits or other terms and conditions.
 - Statement with the submittal control number that materials have been reviewed and approved by Architect or Engineer of Record during the shop drawing submittal process.
4. Promptly upon receipt of a Requisition, the County will issue a Purchase Order for the items stated in the requisition. The Supplier is required to provide shipping and handling insurance for all items procured through this process. The Purchase Order must state the delivery dates as agreed by all parties. A copy of the Purchase Order will be sent to the Contractor to verify that items ordered are in accordance with the required terms and



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delivery dates. The Purchasing and Contracts Division will send the Certificate of Entitlement, signed by the Department's Program or Project Manager, to the Contractor.

5. The Contractor will prepare and the County will execute deductive Change Orders to reflect those purchases made by the County under the Sales Tax Recovery process. The amount of the deduction will be based on the Purchase Order amount plus sales tax avoided. These Change Orders should be executed before the related Purchase Order will be paid.
6. Nothing in this Section alters or modifies the procedures for submission of shop drawings and other submittals by the Contractor.
7. The Contractor will be fully responsible for the receipt and acceptance of Sales Tax Recovery items. At a minimum, the Contractor must verify correct quantities, verify documentation, coordinate and expedite delivery, obtain and verify warranties required by the Contract Documents, inspect and accept each item at the time of delivery, and unload, handle, and store the item. Sales Tax Recovery purchases by the County in no way relieves the Contractor of compliance with specification requirements, coordination, protection, scheduling or warranty.
8. As Sales Tax Recovery items are delivered to the job-site, Contractor and County Representative shall visually inspect all shipments, and approve the supplier's shipping documents and invoice. The Contractor shall ensure that each delivery document identifies the Purchase Order against which the delivery is made. The Contractor will forward approved invoices to the County's Representative for payment.
9. The Contractor and County Representative must inspect the items prior to acceptance. If the Contractor discovers defective or non-conforming items, the Contractor shall not utilize such items in the Project, shall promptly notify the County, and shall assist the County in obtaining repair or replacement of the item. The Contractor will be fully responsible if it fails to perform such inspection or otherwise accepts defective or non-conforming material or equipment. The Contractor shall ensure that materials requisitioned have been reviewed by the Engineer of Record and comply with specifications.
10. The Contractor warrants Sales Tax Recovery items the same as all other materials and equipment furnished by the Contractor and nothing in this Section alters or modifies the Contractor's obligations to assist the County relative to warranties.
11. The Contractor will purchase and maintain Builder's Risk Insurance sufficient to protect the entire project including Sales Tax Recovery items. Such insurance must cover the full value of any Sales Tax Recovery items not yet incorporated into the Project starting from the moment of material



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delivery to the project site.

12. The Contractor will be liable for any interruption or delay in connection with Sales Tax Recovery Items.
13. The Contractor will provide the County's Representative with a monthly report documenting the amount and nature of Sales Tax Recovery items accepted by the Contractor. The Contractor shall match all material and equipment to purchase orders, invoices, delivery tickets, and inspection and acceptance reports. Upon receipt of appropriate documentation from the Contractor, payments will be made directly by the County to the appropriate supplier in accordance to the Purchase Order's terms and conditions.
14. The Contractor will maintain records of all County Sales Tax Recovery purchases incorporated into the Work and all associated documents. The Contractor shall make these records available for inspection by the County upon request.

G. COUNTY FURNISHED MATERIALS. Nothing in this Policy prohibits the County from deleting items within solicitations and purchasing such items directly from a supplier in an effort to benefit from the County's tax-exempt status when the County undertakes the construction of new and renovated facilities. These direct purchases of County Furnished Materials are not covered by the Sales Tax Recovery Resolution No. 96-R-177.

1. The purchases are not exempt from the County's Purchasing Code.
2. The County is responsible for Builder's Risk Insurance, if applicable, sufficient to protect against any loss of or damage to the full value of any County-Furnished Materials not yet incorporated into the Project starting from the moment of material delivery to the project site. The County will also be responsible for any deductible or any loss not covered by Builder's Risk Insurance.
3. The County will be liable for any interruption or delay in connection with defective or late delivery of County Furnished Materials.

H. GENERAL PROCEDURES FOR THE PURCHASE OF GOODS AND SERVICES.

1. The following procedures govern the purchasing of goods and services for the County in accordance with the existing Purchasing and Contracts Code:
 - (a) All requests for the procurement of goods and services shall be made through and by the Purchasing and Contracts Division, except as otherwise exempted by the Administrative Code. All purchases or contract made contrary to the provisions of this section, the Administrative Code, or the Purchasing Code, will be processed as an unauthorized purchase and in accordance with the procedures



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stated in Section 220.16 of the Seminole County Code.

- (b) Like purchases must be combined for solicitation purposes to take advantage of quantity discount pricing. Monitoring and auditing the utilization of Blanket Purchase Orders and Purchasing Card system will be conducted by Purchasing and Contracts Division staff.
- (c) It is prohibited for contracts, purchases, or group of requisitions to be divided to avoid the procurement process. Splitting procurements, which entails making purchases by various procurement methods to avoid certain thresholds of the procurement code, is not allowed. This section includes requests and orders from the same Division, vendor, items that are similar in nature over a period of one (1) year. Total annual anticipated usage for supplies and services that exceed \$10,000.00 per year should be competitively bid in accordance to the Administrative Code and a Term Contract or Master Agreement should be issued, when applicable.
- (d) To ensure the integrity of the process, employees responsible for procuring services and commodities on behalf of the County cannot also be responsible for approving requisitions for purchases or for the processing of invoices for payment for their Department or Division.
- (e) Only in cases of emergencies or specified exemptions, may an exception to the above policy be made with the understanding that the person who is authorized to obtain the emergency purchase will personally assume the responsibility of immediately following up the oral order given by him or her or his or her authorized representative, with proper justification in written form and the proper requisition. In cases of emergency, the requestor, when possible, shall contact the Purchasing and Contracts Division prior to placement of the order with the vendor. All emergencies must meet the criteria stated in Section 220.41 of the Seminole County Code.

- I. **MINIMUM TIME REQUIRED.** The following is an estimated time frame required to secure competitive prices by the Purchasing and Contracts Division and to issue orders or contracts. This time starts after requests and complete packages are approved and received by the Purchasing and Contracts Division through J.D. Edwards:

One to Two working days for items or services under \$4,999.99, one to three written quotes should be obtained either by the Department or Division or by the Purchasing and Contracts Division.

Two to Five working days for items or services between \$5,000 and \$9,999.99, three informal quotes should be obtained by the Purchasing and Contracts Division



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or the Department or Division with concurrence of the Purchasing and Contracts Division.

One to Two weeks for items or services between \$10,000-\$49,999.99; three formal quotes must be obtained by the Purchasing and Contracts Division except for professional services (i.e., Engineers, Architects, Landscape Architects, and Surveyors) as governed by CCNA requirements (Section 287.055, Florida Statutes).

Five to Seven weeks for items or services between \$50,000.00 and \$99,999.99; a formal RFP, PS, or bid is needed and no Board action is required.

Eight to Twelve weeks for items or services over \$100,000.00; a formal RFP, RFI, PS, or BID is required when no Board action is necessary. Two to three additional weeks when Board action is required.

Six to Eight months for Professional Services (PS) under CCNA when Board action is required.

Five to Seven days for Work Orders that do not require Board approval.

Three to Four weeks for Work Orders that require Board approval.

Emergency purchases will be processed by the Purchasing and Contracts Division within the hour after proper documentation and authorization are obtained.

- J. **PURCHASE OF RECYCLED PRODUCTS.** Seminole County encourages and promotes the use of recycled products and materials including, but not limited to, recreation equipment, furniture, building and construction materials, office supplies, paper and paper products, which meet or exceed federally mandated minimums.
- K. **STANDARD FORMS.** The Purchasing and Contracts Division has standardized forms regarding different processes and procurement operations. These forms are posted in the County's Web site and SharePoint and must be used when available.
- L. **REQUISITIONS, PURCHASE ORDERS AND METHODS OF PROCUREMENT.**
 - 1. **Requisitions:** All requisitions for goods and services should originate at the User Department or Division and must be authorized by the established approval structure. The system will flag a requisition that is entered with insufficient funds in the account and the Comptroller's Office will review and verified for budgetary compliance. The requisition consists of required data fields and all attachments needed for the type of requisition.
 - (a) Only authorized persons are allowed to initiate requisitions. An Add/Change J.D. Edwards User Form must be completed and



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submitted to the Clerk of Court for access approval. If personnel responsibilities change, a revised form must be submitted by the requesting Department or Division for processing.

- (b) Planning at the Department level is important to avoid creating an emergency and to allow the procurement process to take place. Prices must be fair and reasonable. This is normally done through competition, but when competition is limited or restricted, previous buys, catalog prices, cost analysis, or other means could be used.
 - (c) Information required when submitting a requisition include, but is not limited to: supplier (if known), products and services, quantity, account information, requestor, and amount.
2. Additional Approvals: Prior to issuance of a solicitation or the processing of a requisition for certain procurements, review of the goods and services to be procured and the respective specifications must be coordinated with applicable Divisions listed below, to ensure open competitive bidding, compatibility, standardization and up-to-date specifications. Documentation confirming that this review has been completed must be submitted with the requisition. The following request for purchases and services must receive additional approvals:
- (a) Fleet Services must approve vehicles, motorized equipment, roadway equipment, and other related purchases. Sufficient time should be allowed for the approval process.
 - (b) Information Services (IS) must approve all computer equipment for telecommunications, peripherals, and software (except the items listed in the pre-approved list), licenses agreements and maintenance and support. All scopes of services with significant IS requirements must be approved by IS. Allow sufficient time for the approval process.
 - (c) Telephones must be approved pursuant to County Manager Policy for phones.
 - (d) Telecommunications Division must approve radios, CAD, and communication equipment. Sufficient time should be allowed for the approval process.
 - (e) The review and approval of the County Manager's Office is required for the purchase of printed material involving the County logo and all marketing material. This section also applies to clothing apparel for County employees that includes the County logo.
 - (f) The County Attorney's Office must review, prepare, or approve all



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contractual documents including but not limited to, maintenance agreements, licensing agreements, Construction Contracts, Term Contracts, and Master Service Agreements. Sufficient time should be allowed for the preparation and approval process. This action is originated by the Purchasing and Contracts Division personnel.

- (g) All requests for the temporary hiring of employees, including employment through an Employment Agency, must be approved by the Human Resources Division. The request must comply with the established employment policies.

- 3. Purchasing and Contracts Responsibilities: Based on the request, Purchasing and Contracts Division will issue the proper method of procurement.

If the requisition is incomplete or not properly prepared, the Purchasing and Contracts Division may cancel the requisition and notify the originating Department or Division. The Purchasing and Contracts Division will notify the requesting Department or Division if changes are made to the request, or if the request cannot be processed.

Purchasing and Contracts personnel shall ensure that appropriate quotes, bids, or proposals are received and that the project is awarded by the appropriate level of authority. Upon award, an Order or Contract will be issued in accordance with the Purchasing Administrative Code.

- 4. Purchase Orders: Computer generated Purchase Orders are issued by the Purchasing and Contracts Division upon receipt of a properly authorized requisition. With the exception of Release Orders, only Purchasing and Contracts Division shall issue Purchase Orders. All Purchase Orders shall be transmitted to the vendor by Purchasing and Contracts Division unless previously arrange with the User Department or Division.

- 5. Blanket Purchase Orders (BPOs): BPOs are used for purchasing indeterminable miscellaneous goods or services over a specific period of time within the same fiscal year. BPOs are the least preferred method of procurement and BPO requirements should be reviewed prior to submitting requisitions to determine if the Purchasing Card can be used instead of a BPO. These purchases must be in compliance with the Administrative Code.

- (a) The requisition for BPO should contain the following information:
 - (i) The period of time the order will remain valid. The order may not extend beyond the end of the fiscal year in which the order is created.



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- (ii) Description and type of goods or service to be procured.
 - (iii) Unit prices shall be included, if applicable. The amount is immediately encumbered and the total cumulative amount is limited to \$10,000.00 per year unless otherwise approved by the Purchasing and Contracts Manager or Designee. Orders are not to be divided to avoid the procurement process.
 - (b) The cost of a single item is limited to \$999.99 including shipping charges unless otherwise approved by the Purchasing and Contracts Manager or designee.
 - (c) The User Department or Division is responsible for receipt of orders placed and for the processing of partial payments for orders partially received. To liquidate the remaining balance of the order, Department must indicate on the Invoice "Final Invoice" and forward directly to the Comptroller's Office.
 - (d) The User Department or Division is responsible for tracking the declining balance of the NTE amount. If the Department or Division exceeds the NTE amount, the overage will be treated as an unauthorized commitment of funds.
- 6. Release Orders: Release Orders are encumbered Orders placed against an active Contract by the User Departments. All invoices that are processed under Release Orders must match the prices, terms and conditions of the referenced Contract.
- 7. Emergency Purchases:
 - (a) An emergency occurs only when certain specific conditions exist. The Seminole County Code, Sec. 220.41, defines these conditions. **(Failure to anticipate normal needs or project deadline dates, or a desire to expend excess or remaining budgeted funds prior to year-end, do not constitute an emergency).**
 - (b) Department Directors shall ensure the emergency purchases are done in accordance with the Seminole County Code Sec. 220.41. Departments and Divisions shall not use the emergency purchase procedure to abuse or otherwise purposely circumvent established purchasing procedures. Competition requirements are not waived unless there is a time or quality constraint and Department or Division shall practice due diligence in obtaining quotes.
 - (c) The ordering Department or Division shall contact the Purchasing and Contracts Division to inform the nature of the emergency and submit an Emergency Data Sheet within the next business day. If the



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emergency is outside normal business hours, Department Directors are authorized to secure the necessary materials or services in accordance with Section 220.41 of the Seminole County Code

- (d) Upon receipt of the Emergency Purchase Data Sheet form and any other pertinent documentation, a Purchase Order or Work Order will be issued.
- (e) When an emergency purchase is made and there are insufficient funds in the appropriate account(s), the emergency purchase must be followed up, in a timely manner, with a budget transfer by the User Department or Division.

8. Sole/Proprietary/Single Source:

- (a) The following questions must be answered affirmatively in order to satisfy the sole/proprietary/single source requirement (Sec. 3.5523, Administrative Code):
 - (i) Is the commodity or service necessary to accomplish the County's task or mission?
 - (ii) Is the commodity or service, or some necessary features, unique to this source?
 - (iii) Is the commodity or service the only item that will produce the desired results or possess a unique performance capability?
 - (iv) Is the commodity or service available from only one source of supply?
 - (v) If the commodity or service is available from more than one vendor, but, due to extreme circumstances, is only one vendor suited to provide the goods or services?
- (b) Sole/Single/Proprietary Source purchasing is an exception to the normal procurement function and requires a detailed justification. In processing Sole/Single/Proprietary Source requests for supplies, services or equipment, Purchasing and Contracts Division complies with the principles set forth in the Florida Statutes governing public purchasing and by the adopted and approved County Policies and Procedures.

If the Department or Division is requesting a particular vendor, brand or product, it must make this fact clear on its requisition. Such a request should not be made unless the request is reasonable and appropriately justified to meet legal requirements and can withstand a



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possible audit.

The following factors DO NOT apply to Sole/Single/Proprietary Source requests and should not be included in a Sole/Single/Proprietary Source justification. They will not be considered and only tend to confuse the evaluation process:

- (i) Personal preference for product or vendor.
 - (ii) Cost, vendor performance, and local service (this may be considered an award factor in competitive bidding).
 - (iii) Features that exceed the minimum department requirements.
 - (iv) Explanation for the actual need and basic use for the equipment, unless the information relates to a request for unique factors.
 - (v) A request for no substitution submitted without justification.
- (c) The steps to follow for sole/proprietary/single source purchases are as follows:
1. These types of requests are high risk transactions susceptible to price gouging and inflated pricing. These transactions require the highest degree of review and diligence in ensuring that the County's interests are protected under disadvantaged contracting circumstances. To mitigate these risks, adequate price analysis or cost analysis is required to demonstrate prudence and adequate consideration before approval. The User Department or Division and the Procurement Analyst shall attempt to locate competition and check for Piggyback Contracts. If no other sources are found, the User Department or Division shall submit to the Purchasing and Contracts Division a completed Sole/Proprietary/Single Source Form, indicating the requisition number.
 - a) A Sole/Proprietary/Single Source Form will be used to justify and document the requirement. The Form must state why only one source can produce the desired results (or fulfill the specific need) and must be signed by the Department Director. This form is required as part of the purchase request.
 - b) The Purchasing and Contracts Manager or designee shall review and approve or disapprove, in writing, sole/proprietary/single source designation.
 - c) If the Sole/Proprietary/Single Source is approved, staff shall conduct negotiations on price, delivery, and terms. The price must be determined fair and



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reasonable.

- d) The Purchasing and Contracts Division shall keep a log of sole/proprietary/single source purchases, which includes the vendor name, the amount, item description, justification, and the purchase order number.
 - e) For those instances where services are needed involving multiple years (i.e. maintenance of equipment, warranty, etc.). The request must be combined to capture the project as a whole and the proper approval must be obtained.
9. Purchases from PRIDE and RESPECT: Purchases up to \$50,000.00 may be made from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) (Section 946.515, Florida Statutes) and RESPECT of Florida, Inc. (Section 287 and 413.036, Florida Statutes) without competitive bidding.
10. Piggyback: Piggyback is a form of intergovernmental cooperative purchasing in which an entity competitively awarded a contract and the contractor agree to extend the same pricing and terms and conditions of the contract entered into by another entity.

Piggybacking may not be used for the following types of Agreements:

- (a) Construction services
- (b) Professional services contracts under CCNA
- (c) Purchases over \$50,000.00 unless first approved by the Purchasing and Contracts Manager or Designee
- (d) If federal funds are used, the County may exercise the piggyback option provided that the original contract was procured in compliance with all applicable rules and regulations satisfying the conditions of the funding source

Conducting Due Diligence - Prior to making the decision to use a cooperative contract, the Purchasing and Contracts Division should conduct extensive due diligence by following this checklist:

- Compare the cooperative contracts available for the required product or service, conduct market research, and evaluate whether the use of a cooperative contract is appropriate.



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- Analyze all costs associated with conducting a competitive solicitation.
 - Ensure that the use of the cooperative contract meets all competitive requirements.
 - Review the cooperative contract for conformance with all applicable laws.
 - Analyze the product or service specifications, price, terms and conditions and other factors such as: cost to utilize the contract, shipping, minimum spend requirements, and availability of contract documentation, to ensure that the cooperative contract produces best value.
 - Contact the cooperative lead government agency to verify contract amendments, term, etc.
11. Fleet repair services: When equipment, as authorized by the Fleet Division Manager or Designee, must be disassembled to determine the extent of the repairs and develop a realistic cost estimate, competitive quotes will generally not be required and the Purchasing and Contracts Division will accept the vendor's selection for the service. If the Fleet Division Manager or Designee authorizes the repairs and the vendor agrees, Fleet will provide the repair cost estimate with the requisition and the Purchasing and Contracts Division will process the Purchase Order. If the repairs are not authorized, any costs required for the diagnostic, must be paid to the vendor via a Purchase Order.
- The maximum costs for any repairs under this section shall not exceed the mandatory bid limit unless authorized by the Purchasing and Contracts Division. Repairs under this section exceeding the mandatory bid limit must be processed under a separate negotiated order and be approved through the established approval structure.
12. Vendor Acknowledgment Forms: Some vendors send forms and documents acknowledging a purchase order. These forms need to be sent to the Purchasing and Contracts Division to determine if indeed the forms are applicable. County personnel's signature on the vendor's documents indicates the County has accepted the supplier's terms and conditions, thereby making a new Contract that supersedes the conditions of the County's documents. The Purchasing and Contracts Manager should be contacted directly if the vendor refuses to ship without such a written agreement. If the vendor refuses to deliver products or services without a signed acknowledgement form, the Purchasing and Contracts Manager or designee will address the issue with the County Attorney's Office and the vendor.



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13. Receipt of Goods and Materials: The receiving Department or Division is responsible for inspecting and accepting or rejecting the goods or services.
- (a) The receiving Department or Division is responsible for inspecting incoming shipments for compliance with the Purchase Order or Contract. The Receiving Department shall sign, date, and forward the appropriate documents to the Comptroller's Office.
 - (b) Incoming shipments of goods and materials should be immediately checked for damage, shortages, overages, and unauthorized substitutions. Delays in checking shipments and forwarding the documents may result in loss of cash discounts, late payment of invoices and payment of interest. If a shortage or damage is discovered, or an incorrect item is received, contact the appropriate Procurement Analyst immediately. Do not complete the receiving process until the problem is resolved.
 - (c) If a partial order is received and the packing list or invoice does not indicate balance of order status, notify the appropriate Procurement Analyst. Each partial shipment requires a receiving report.
 - (d) Special Receiving Requirements:
 - (i) Receipt of Computer/Information Services Equipment: The Information Services Department will determine the delivery location of the equipment during the approval process of the requisition.
 - (ii) Receipt of Telecommunications Equipment: Deliveries will go directly to the Telecommunications Division, who shall take receipt.
 - (iii) Receipt of Rolling Stock or Vehicle Equipment: Deliveries will go directly to Fleet Services Division, or their designated area.
14. Invoices: Departments and Divisions process invoices, ensuring compliance with the Order, Contract, Receiving Documents and verifying invoice accuracy. If the order refers to a Contract, the prices on the invoice must be verified against the Contract prior to submitting the invoice to the Comptroller's Office for payment. The following procedures will assist in the invoice processing to comply with the "Florida Prompt Payment Act" (Chapter 218, Florida Statutes):
- (a) The Contractor shall invoice in accordance with the Contract or Order. The User Department or Division shall immediately review the invoice, ensure conformance with the terms and conditions, approve the invoice accordingly, ensure that the invoice reflects the Order



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number or Contract number, complete the receipt process in J.D. Edwards, and submit to the Comptroller's Office for payment.

- (b) For Construction Contracts, the Purchasing and Contracts Division, with the assistance of the User Department or Division, must ensure the following documentation is completed prior to submitting payment of the final invoice:
 - (i) Contractor's Waiver of Lien – Final and Complete
 - (ii) Consent of Surety to Final Payment
 - (iii) Certificate of Substantial Completion
 - (iv) Certificate of Final Completion
 - (v) Contractor's Release
 - (vii) Certificate of Final Inspection
 - (viii) Material and Workmanship Bond (if required in the solicitation)
 - (ix) Subcontractor's Waiver and Release of Lien upon Final Payment
- (c) After final completion of the project and all required documents are in order, the Purchasing and Contracts Division shall provide copies of pertinent documents to the Comptroller's Office.
- (d) The Comptroller's Office shall pay proper invoices within the time frames required by the Florida Prompt Payment Act.
- (e) If the final invoice is received on non-construction projects and an encumbrance remains, the invoice must state final invoice and Comptroller's Office will release the remaining encumbrance after payment.

M. COMPETITIVE SOLICITATIONS.

- 1. Solicitation Information: The following verification processes apply to all solicitations:
 - (a) The Purchasing and Contracts Division shall participate in the planning of projects to assist User Departments and Divisions with their procurement requirements and to ensure that the following requirements have been met:
 - (i) The User Department will submit the necessary documents to authorize the Purchasing and Contracts Division to proceed with the solicitation.
 - (ii) The basis of award are clear and reasonable.



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- (iii) Consensus is obtained for any deviations proposed to the County's standard draft documents and review for acceptability.
 - (iv) The proper approvals for various aspects of the procurement have been received (i.e., Risk Management, IS approval, if applicable, Fleet Division approval, if applicable, vendor licenses, permits, fees, etc.).
 - (v) Technical specifications comply with rules, regulations, codes, procedures, and applicable laws.
 - (vi) Technical specifications are applicable for fair and reasonable competition among Suppliers and Consultants, as applicable.
 - (vii) The bid or price schedule reflects the goods or services required in the scope of work (each line item is described in the scope and all work is priced). Ensure that the bid or price schedule is structured to facilitate cost or price analysis.
 - (viii) Documentation is included to enable Purchasing and Contracts Division to develop biddable solicitation documents without ambiguities and with clear and understandable requirements and to allow Purchasing and Contracts Division to determine the appropriate method of procurement and contract type.
 - (ix) Verification of documents to determine if technical requirements or specifications are restrictive due to sole, single, proprietary designations and if supporting documents and forms are included for review. Sole, proprietary, or single source determination must comply with the Administrative Code.
- (b) The User Department or Division must provide the names of the individuals who will be on the review, evaluation, or qualification committee.
 - (c) The User Department or Division, with the assistance of the Purchasing and Contracts Division, must provide the evaluation factors and relative importance and weights for each of the criteria.
 - (d) The Purchasing and Contracts Division and the Project Manager will coordinate the procurement schedule such as advertisement, pre-bid/pre-proposal conference, site visits, evaluation and presentation dates, negotiations, BCC award, etc.
 - (e) The preparation of specifications is the responsibility of the User



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Department or Division and the specifications must be definitive or descriptive of the County's requirements. The Purchasing and Contracts Division will review the specifications and it reserves the right to request modifications to the specifications to allow for fair and equitable competition. Specifications must permit competition except on non-competitive materials or services. Such specifications may consist of one or more of the following type: (1) brand name or equal; (2) equipment performance requirements; (3) performance specifications.

- (f) For Construction projects, the User Department or Division must inform the Purchasing and Contracts Division and provide information if federal or state pass-through grant funds will be used (i.e., transportation, housing, air and water pollution reduction, health, or alteration or repair of public buildings). Contracts funded by such grants must contain clauses in the solicitation setting forth the minimum wages to be paid to laborers and mechanics employed under the Contract. The Davis-Bacon Act requires Contractors or their Subcontractors to pay workers no less than the locally prevailing wages and fringe benefits paid on projects similar in nature. The Project Managers are responsible for monitoring Contracts to ensure compliance. Payroll records from all Contractors and Subcontractors must be collected, reviewed, and submitted to the grantor with the quarterly financial reports. A review of the grant agreement will confirm if the Davis-Bacon Act applies. The County shall comply with the Florida Department of Transportation (FDOT) Local Agency Program (LAP) Checklist for Federally Funded Professional Services Contracts, Federal and State Requirements, and any subsequent changes to these requirements, for the procurement of professional services under the Consultants Competitive Negotiations Act (Section 287.055, Florida Statutes). The County shall comply with all FDOT guidelines and requirements for the procurement of FDOT-funded-projects.
 - (g) For professional services related to CCNA, the process will be guided by Section 287.055, Florida Statutes, and Administrative Code.
 - (h) Before inclusion of liquidated damages into the solicitation documents, the User Department or Division must coordinate with the Purchasing and Contracts Division the amount of the liquidated damages. Liquidated damages are not penalties and future damage amount cannot be ascertainable when the contract is made. The damage amount cannot be "grossly" disproportionate.
2. Advertisements (Public Notices): Advertisements and all public notices must comply with the Administrative Code. The solicitation of competitive



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bids or proposals for construction project that is projected to cost more than \$200,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. The solicitation of competitive bids or proposals for construction project that is projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. In cases of emergency, the procedures required in this section may be altered by the County in any manner that is reasonable under the emergency circumstances. PCD will send the incumbent Contractors and Consultants a courtesy copy of the advertisement and will notify registered vendors using the on-line vendor notification process and other sources if available to obtain maximum competition.

3. Procurement Documents: The User Department or Division is responsible for providing specifications, technical information and drawings for projects in an acceptable electronic format to the Purchasing and Contracts Division.

The Purchasing and Contracts Division will post all formal solicitations to the County's web site and will e-mail or send hard copies only when requested in writing.

4. Pre-Proposal and Pre-Bid Conference: Pre-Proposal and Pre-Bid Conferences must comply with the State of Florida's Sunshine and Public Records Laws. Reasonable notice of the date, time, and place of the meeting must be given. The meeting should be recorded when possible. If not recorded, minutes must be taken by the Purchasing and Contracts Division personnel responsible for chairing the meeting. If the meeting is recorded, no transcriptions will be available.

A Pre-Proposal or Pre-Bid Conference must be held whenever deemed appropriate by the Purchasing and Contracts Personnel in coordination with the Project Manager. The Procurement Analyst of record (who chairs the meeting), a representative of the User Department or Division (who shall be prepared to answer technical questions, usually the Project Manager), staff with special expertise (i.e.; Fleet Services when purchasing equipment, Information Services when purchasing computer equipment), and any other County staff members as deemed appropriate by the Purchasing and Contracts Manager or designee or the Project Manager shall attend the conference.

The Procurement Analyst will schedule the pre-bid or pre-proposal conference and will assist in conducting the meeting to the following extent:



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- (a) Have all representatives sign the attendance roster.
 - (b) Responsible for preparing and distributing an agenda for the conference.
 - (b) Provide a brief introduction describing the project including performance period and mandatory requirements.
 - (c) Discuss the role of Purchasing and Contracts Division in the procurement and administration process.
 - (d) Have the project manager discuss the specifics of the project to include a review of the plans and specifications, allowing for a question and answer period.
 - (e) Determine any issues discussed that require issuance of an addendum. All addenda will be issue by the Purchasing and Contracts Division and will be issued with enough time to allow vendors to properly respond to the solicitation. The User Department or Division will provide Purchasing and Contracts Division with the technical documentation such as changes, additions, deletions to the plans and specifications.
5. Minority/Woman Owned Businesses: Seminole County encourages all segments of the business community to participate in its procurement opportunities. Minority/Woman Owned Business Enterprises (M/WBEs) are encouraged to register on the Website. In accordance with the Purchasing Code, the County will honor certification of vendors made by the State of Florida or by any other public entity with an M/WBE certification program.
6. Bid Opening/RFP Closing Procedures must comply with the State of Florida's Sunshine Law and Public Records Laws. A tabulation form will be posted on the Purchasing and Contracts Division's Website within 48 hours from the opening.
 - (a) For Bids and CC: The name of the Bidders will be announced with the amount of the bid, if applicable. If the bid consists of multiple line items, only the total bid cost will be read. The Bid Security, if required for the project, must be verified and read aloud. The tabulation sheet must indicate the name of the company, address, telephone number, fax number, e-mail address and the name of the person that signed the submittal.
 - (b) For RFP and PS: Proposals must be closed in public at the time and place indicated in the RFP and advertisement. Only the proposer's names will be publicly announced. The tabulation will include the name of the proposer, address, telephone number, fax number, e-



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mail address, the name of the person that signed the submittal and the criteria's evaluation.

If a submittal is considered non-responsive, the tabulation sheet must state the reason for the decision.

7. Bid Verifications: The bids must be reviewed carefully to ensure compliance with the minimum requirements established in the solicitation documents. Examples of such compliance may include, but is not limited to the following:
 - (a) Pre-qualification with the Florida Department of Transportation.
 - (b) Contractor's licenses and certifications.
 - (c) Minimum years of experience or in business.
 - (d) Acknowledgement of mandatory addenda, and the bidder fails to acknowledge the addenda, the submittal will be considered non-responsive.
 - (e) Only mathematical errors for line item pricing made in the price extension will be corrected. The unit price will control and the extension price will be corrected accordingly. If unit price is omitted, then extension price will control.
 - (f) If during the review of the bids, a Bidder is disqualified, the tabulation sheet must indicate the disqualification and the reason for the action.
 - (g) The Purchasing and Contracts Division may issue a request for a Best and Final Offer (BAFO) to qualified bidders, if necessary, in an attempt to meet budget for the project.

8. Tie Bids: If two or more vendors submit the exact dollar amount as their quote or bid offer, or if two or more firms are deemed equal during the review process, and unless the solicitation documents stipulate criteria for determination of award for tie bids, the following criteria, in order of importance, will be used to break such a tie:
 - (a) Shorter delivery time
 - (b) Prompt payment discounts
 - (c) Location of vendors' place of business, with preference to award to vendor whose place of business is within Seminole County
 - (d) Minority firm



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9. Request for Proposals (RFPs): Although competitive sealed bidding (Invitation for Bids) is the preferred method of acquiring commercial off-the-shelf equipment, supplies, or services in excess of the mandatory bid limit, another method should be used for those circumstances when the selection of a firm should not be based on price alone. The Purchasing and Contracts Division must take into consideration the potential need for presentations, discussions, or negotiations and use evaluation factors in addition to price to determine what is in the best interest of the County.

The Purchasing and Contracts Division, in conjunction with the User Department or Division, will develop the RFP documents, which may include the following:

- (a) Timeline for the project including pre-proposal meeting information, if applicable.
- (b) Background or general information related to the project.
- (c) Scope of work: A work statement, technical specifications or performance specifications including deliverables requirements.
- (d) Qualification requirements, i.e., years of experience in performing services, required certifications, licenses, or pre-qualifications, bonding requirements, insurance requirements.
- (e) Request for information or documents to be submitted as part of the vendor's response, i.e., resumes, required forms, submittal format and any other elements specific to the Contract.
- (f) Evaluation criteria: The proposals will be evaluated based upon the criteria and weighting factors (qualitative, quantitative), i.e., price, qualifications, technical soundness of the proposal, understanding the County's needs, financial resources, and previous contracting experience with the County. Price must always be included in the evaluation criteria.

Copies of the submittals deemed responsive and responsible by the Purchasing and Contracts Division will be sent to the evaluation committee with copies of the tabulation form, and evaluation details. If the award criteria is lowest price technically acceptable and the apparent lowest proposer is determined to be non-responsive or not responsible, a written determination is required and must be approved by the Purchasing and Contracts Manager. Negotiations and discussions can be conducted with all proposers along with minor changes of the scope. To finalize these negotiations and clarifications, the Purchasing and Contracts Division may issue a request for a Best and Final Offer (BAFO) to all offerors remaining in the competitive range.



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10. **Term Contracts:** A procurement method in which a source or sources of supply are established for a specific period of time, usually characterized by an estimated quantity at predetermined pricing. The base period may extend up to 5 years and the total Contract period may not exceed ten (10) years. Release Orders may be issued against the Term Contract. The Term Contracts are not encumbered, the encumbrance occurs on the Release Order or Purchase Order level. Orders must include brief description of the goods and services (scope) along with an estimated cost to be encumbered using the agreement's terms and conditions. The items or services on the Term Contract usually have firm prices although the Contract may allow for a discount off established price lists. Any changes to the items (adds, deletions, part numbers, labor categories or pricing), must be captured by an amendment to the agreement unless otherwise authorized under the contract. If an Order is issued for items or pricing that are not contained in a Term Contract, that Order will be processed as an unauthorized purchase (Section 220.16, Purchasing Code). Term Contracts may be used Countywide when appropriate. The process is as follows:
- (a) The User Department or Division shall notify the Purchasing and Contracts Division of the requirement for a Term Contract. The request must include an appropriate Statement of Work (i.e., estimated quantities, item descriptions, specifications, etc.). The Purchasing and Contracts Division may initiate Term Contracts for Countywide use as deemed appropriate by the Purchasing and Contracts Manager or designee.
 - (b) More than one Contractor may be awarded a Term Contract depending on the need for the goods or services. The solicitation and Contract documents must indicate how work will be distributed among the awarded Contractors, if applicable.
 - (c) When Release Orders are processed by requiring Department or Division, it shall ensure compliance with all terms and conditions of the Agreement. On Term Contracts with multiple contractors, a statement of work will be provided to the Purchasing and Contracts Division who will then provide to each Contractor with a complete description of the requirements enabling them to prepare a quote. The Order will be awarded to the Contractor with the lowest price that meets County's requirements.
- N. INSURANCE.** Insurance protecting the County against liability, property damage and contractual risks is essential. While it is acknowledged that such requirements do add to the initial costs of any project, the reduction of risks involved (injury, fire, theft, vandalism, loss of life) far outweighs those costs. Worker's compensation, property damage, liability, and automotive property damage & liability are required. Additional coverage may be required, depending upon the nature of the project.

The County must determine, prior to issuance of any solicitation, which projects should have the extra protection insurance including the amount and type. The Risk Manager Representative and the Purchasing and Contracts Division will work



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together to determine insurance requirements for solicitations and the solicitation must include these requirements.

O. PROPOSAL EVALUATION, COMMITTEES RESPONSIBILITIES.

1. Evaluation of Proposals and Recommendation for Award: Once the project has been tabulated, copies of the proposals will be sent to the Evaluation or Qualifications Committee in conjunction with the Tabulation Sheet and instructions and forms related to the evaluations. The proposals are exempt from release as public information for thirty (30) days from the receipt of proposals or until the recommendation of award is posted on the County's website, whichever comes first. Original submittals are sent to the Commission Records Office and copies are kept in the project file.

The County's mission is to award quality contracts and the evaluation process is key to success. The evaluation process includes examining each proposal in detail against the standards established in the evaluation criteria and the requirements set forth in the solicitation, and assigning a rating, with a supportive narrative. The proposal evaluation process must be conducted in a fair, comprehensive, and impartial manner. The principal purpose of the process is to determine which proposals are acceptable and to provide a sound basis for the Board of County Commissioners to make an informed and reasoned selection by the following:

- Presenting a clear picture of the issues considered during the evaluation by identifying areas of uncertainty as well as those that provide substantial assurance of a successful outcome.
- Listing the strengths, weaknesses, and risks of each proposal.

Guidelines:

- (a) Each member of the Evaluation or Qualifications Committee is responsible for evaluating the Proposals. Each evaluation will be done individually and the evaluation must reflect individual analysis.
- (b) Members of the Committee must not have contact with any of the Proposers until the final evaluation and recommendation of award by the County staff for the specified project has been posted on the County's website. Attempts made by Proposers to contact the Committee members, either directly or indirectly, before the final evaluation and recommended award being posted must be reported to the County Purchasing and Contracts Manager.
- (c) The County requires the full and complete adherence to and compliance with State of Florida's Sunshine and Public Record laws. The Evaluation Committee meetings may be recorded and minutes



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will be kept in order to comply with this requirement. If a meeting requested by the Committee, the Purchasing and Contracts Division will coordinate, chair and attend the Evaluation or Qualifications Committee meetings. The Committee may request to meet to discuss the submittals, or they can perform the electronic evaluations without discussion. When the evaluations are completed, the Purchasing and Contracts Division assigned personnel will update the tabulation sheet with the recommendation of award and post it on the website. Once all the steps above are completed, the Purchasing and Contracts Division will prepare the documents for execution and if Board approval is required, staff will prepare the agenda item for the next available Commissioners meeting.

2. Committee Procedures: It is very important that this process be conducted in a professional and consistent manner, therefore, team members need to be flexible and available for all meetings during the evaluation process, including demonstrations, discussions, and presentations. These guidelines and procedures will be followed by County employees that are nominated to serve on a Review Committee or an Evaluation Committee.
 - (a) Review Committee: A review will be conducted by the committee members for bids, construction bids and IFBs to determine the responsiveness and responsibility of a bidder by reviewing the contents of the bid and the capabilities of the bidder as well as reasonableness of the bid price. The Committee members will verify the references and the Purchasing and Contracts Division will assist at their request. These references must be part of the project file.
 - (b) The Evaluation and Qualification Committee: The Committee will consist of not less than 3 County employees. It is recommended that the team consist of 3 to 5 County employees. County's Consultant can participate in an advisory capacity, not as an evaluator. Exception to this process is the selection of marketing or advertising firms related to tourism or Seminole County sports facilities, sales, business development and event management for Seminole County sports, may contain a maximum of 2 members of the Seminole County Tourist Development Council (TDC), elected for such task by the Council from its membership or otherwise authorized by the Board of County Commissioners. The recommended composite of the team is as follows:
 - (i) Project or Program Manager (usually serves as the Team Leader)
 - (ii) Division Manager
 - (iii) Project Technical Personnel or knowledgeable staff outside of

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the Division

- (iv) County Project Engineer; if applicable
 - (v) Department Director – Required for projects with a value of \$500,000.00 or more per year)
 - (vi) County Manager or Designee – Required for projects with a value of \$1M per year
- (c) Invitations for Bids (IFBs) and Construction Contracts (CCs): The award of the Contract is to the lowest priced, responsive, responsible bidder. The Review Committee consists of the Project Manager and one or two other County staff members with knowledge of the project. The Committee's role is to assist Purchasing and Contracts Division with the technical review of the bid or construction bid received from the apparent low bidder, in order to ensure that the bid conforms to the scope and requirements of the project. If the lowest priced bid is found non-responsive, then the next low bidder will be reviewed and the process will continue until a responsive Contractor is identified. When the lowest priced bidder is found non-responsive or not responsible, this determination must be stated on the Bid Tabulation Sheet and written notification sent to the bidder.
- (d) Contracts awarded under the State of Florida's Consultants' Competitive Negotiation Act (CCNA): The process requires an evaluation of all proposals independently against the established evaluation criteria as stated in the solicitation and in compliance with Section 287.055 Florida Statutes. The evaluations must include comments of the strengths, weaknesses, and deficiencies of each proposal to support staff recommendation. The Evaluation Team shall evaluate statements of qualifications and shall conduct discussions with and may require presentations by no fewer than three (3) most highly qualified firms selected in order of preference. Only these presentation evaluation sheets will be included in the backup of the agenda item along with a combined consensus sheet of both the initial evaluation and the final short-listed firms.
- (e) Request for Proposal (RFPs) (Non-CCNA): Price is not the only evaluation factor. The method of award must be stated in the solicitation and may be one of two types: lowest price technically acceptable or best value. For lowest price technically acceptable process, the evaluation process will start with the lowest priced proposal to determine if they are technically qualified. If not, then proceed to the next low until an acceptable proposal is identified. A pass/failed or Yes/No evaluation is required to determine if the proposal meets the technical requirements. For best value process



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or an award to other than the lowest price, the team must evaluate all proposals and document the advantages of the recommended firm to support the best value recommendation. The documentation must specifically address why the recommended award is worth the added cost over the lowest (or lower) price(s). The evaluation documents supporting the best value justification will be part of the backup documents along with the committee's consensus summary sheet.

(i) Method of evaluations. There are two approved methods of evaluations to be used:

- a. *Weight (points) system, can be a two-step process*
- b. *Rating (adjectival) system, can be a two-step process*

(f) General Guidelines for Evaluation Teams:

The Purchasing and Contracts Division will provide the team with copies of the responsible, responsive proposals received for the project and all the necessary forms for the evaluation process. The Purchasing and Contracts Division will monitor the process and provide guidance during the process. The evaluations will be conducted electronically through the County's application, VendorLink.

Each team member must be thoroughly familiar with the contents of each proposal and the requirements of the evaluation criteria in the solicitation. Team members must evaluate each proposal on its own merits and in accordance with the requirements stated in the solicitation. As part of the evaluation process, the Team will perform reference or past performance checks. The Procurement Analyst will coordinate an evaluation committee meeting if requested by the Committee. The following evaluation scoring methods are provided to assist the team:

(i) List the Strengths and Weaknesses using the following guidelines (Weighted Points system):

- Strengths: Those areas in which the proposal exceeds the County's requirements.
- Weaknesses/Deficiencies: Those areas where the proposal lacks soundness or effectiveness, which could prevent successful performance of the Contract. Areas where the proposal fails to meet the County's requirements.

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- (ii) For rating (adjectival) system:
 - Highly Acceptable (HA): Those proposals that exceed the requirement in a way that benefits the County or meets the requirements and has enhancing features which benefit the County. Must identify those attributes on the evaluation forms.
 - Acceptable (A): Those proposals that meet the County requirements. Any weakness is minor.
 - Marginal (M): Those proposals that contain major weaknesses or a series of minor deficiencies which could have an impact if accepted. Must identify those weaknesses on the evaluation form.
 - Unsatisfactory (U): Those proposals that do not comply substantially with the requirements. Must identify those issues on the evaluation form.
- (iii) These strengths, weaknesses and deficiencies can be used in the negotiations, presentations and discussions during the evaluation process. For best value process or award to other than the lowest price, the Evaluation Team must evaluate all proposals and document the advantages and attributes of the recommended firm that support the best value recommendation. These evaluation documents supporting the best value justification will be part of the agenda backup if the project requires Board approval. A consensus evaluation can be submitted instead of individual evaluations.
- (iv) When comparing evaluation points with adjectival scoring: 90% and above of points assigned under that evaluation criteria is consider a Highly Acceptable score; 80% to 89% of points assigned is considered as Acceptable score; 70% to 79% of points assigned are considered as Marginal and 69% and below of the points assigned is considered as Unacceptable.

Example:

Evaluation Criteria-Project Approach (35 weighted points): The score of 32 points out of 35 was assigned by the evaluator (32 divided by 35 = 91%); a score of above 90% would require detailed list of attributes, strengths and enhancement to receive the Highly Acceptable score.

3. Price and Cost Evaluations: The Purchasing and Contracts Division is



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responsible for performing a cost or price analysis on each solicitation. At times when the cost is not a lump sum or has various subjective values that could affect the actual cost of the goods or services, Purchasing and Contracts Division, with assistance from the Department, will determine the best method to evaluate cost.

Example: Cost rating under the weighted points and adjectival processes

Supplier	Supplier Proposed Cost	Lowest Cost	Lowest Cost divided by the Proposed Cost	Evaluation Weight Factor	Weighted Score (% X Factor)*	Adjectival Score
A	\$40,000	\$33,900	85%	30	26	A
B	\$37,500	\$33,900	90%	30	27	H/A
C	\$33,900	\$33,900	100%	30	30	H/A

*Weighted score is rounded up from 0.5 and down from 0.4.

Highly Acceptable (H/A); 90% and above

Acceptable (A); 80% to 89%

Marginal (M); 70% to 79%

Unacceptable (U); 69% and below

The adjectival score will be calculated by the system once the weighted score is registered by the evaluator.

If the Contract is based upon various hourly rates or level of effort, the analyst may make some assumption based upon anticipated usage or historical data.

4. **Interviews and Presentations:** Presentations and interviews must comply with the State of Florida's Sunshine and Public Records Laws (Chapter 286, Florida Statutes). The Tabulation Form must be updated with the interviews or presentations schedule and posted on the County's website.

Once the short-listed firms have been identified, Purchasing and Contracts Division staff must ensure compliance with the following process:

- (a) Purchasing and Contracts Division staff will coordinate the schedule of the interviews or presentations with the Evaluation Committee.
- (b) Notify the shortlisted firms of the County's determination. The firms must be notified with reasonable amount of time to prepare for the presentations or interviews. The notification must include details of the interviews or presentations including, but limited to, the following:

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- (i) Date and time of the interview/presentations
 - (ii) Location of the meeting
 - (iii) Time allotted for each firm
 - (iv) Additional information as required by the County
- (c) Interviews or Presentation evaluations will be done electronically using the same process used during the evaluation the proposals.
- (d) If a meeting is requested, the Purchasing and Contracts Division will coordinate and record the meeting or will take minutes of the meeting; No transcriptions will be available.

P. AWARD.

1. Contract Clauses and their Administration: All County contracts must include provisions necessary to define the responsibilities and rights of the parties to the Contract. The Purchasing and Contracts Manager or Designee, after consultation with the County Attorney's Office, may incorporate clauses providing for adjustments in prices, time of performance, or other provisions as appropriate.
2. Contract Negotiations:
 - (a) This section only applies to negotiations and should not be construed as applying to presentations or clarifications conducted as part of the evaluation process. For the purposes of this section, negotiations are defined as discussions entered into with the intent of changing the solicitation's terms, conditions, or scope, or the offeror's technical or price proposal in order to reach a mutual agreement.
 - (b) The Negotiation Team: The composition of the team will depend on the expertise needed for the negotiation (i.e., technical, price, legal, insurance, etc.). The negotiation team may or may not have the same composition as the Evaluation Committee. The Procurement Analyst will serve as the team leader and the lead negotiator on pricing issues. The Project Manager will be the lead negotiator on technical issues. Other team members may take the lead in their areas of expertise; however, the team leader must maintain the focus and direction of the negotiation.
 - (c) The negotiation team will meet with the Evaluation Committee to develop a negotiation strategy that addresses each identified issue prior to entering into negotiations. At the completion of negotiations, each firm must submit a Best and Final Offer (BAFO) formalizing their revised technical and price proposals after negotiations, if applicable. The Evaluation Committee will then evaluate the BAFOs and select a firm to recommend for award.



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- (d) **Negotiating for Professional Services under CCNA (PS's):** This process must comply with Section 287.055, Florida Statutes. When the ranking order of short-listed firms has been approved by the proper level of authority, the Procurement Analyst will request a fee schedule and a Truth in Negotiations Certificate from the top ranked firm(s). The Purchasing and Contracts Division, working together with the Project Manager, will determine if the proposed fee schedule is acceptable and if negotiations will be conducted. In making this determination, staff shall give consideration to the scope and complexity of the services to be provided.
 - (e) **Sole Source Negotiations:** Similar to any purchase performed through procurement methods with full and open competition, a sole source evaluation will take place, but in a significantly different manner because no comparison will be performed against other prospective providers. Any resulting negotiation will be conducted in accordance with the provisions of this section.
3. **Distribution:** Upon the approval of the project by the authorized body, the Purchasing and Contracts Division will process and request the appropriate documents for the project such as:
- (a) Agreement documents including all of the Exhibits.
 - (b) Copy of Insurance Certificate(s) and required Bonds.
 - (c) Route the documents for signature and execution (i.e., County Attorney's Office, Commission Records, etc.).
 - (d) The Purchasing and Contracts Division will review the documents for compliance and will distribute to the Contracts and User Department or Division.
4. **Procurement Database:** All pertinent Contracts information must be recorded into the VendorLink database.

Q. GENERAL WORK ORDER PROCESSES.

1. **Work Orders:** Work Orders (W/O) represent an authorization under a Master Agreement (MSA) for specific project. The Work Order specifies the specific project, project schedule and completion time, detailed scope of services, method of payment, and total compensation for the work. The MSA must be in effect before issuing the Work Order and funds must be available prior to authorizing the Work.
- (a) **Fixed Fee Basis –** The Scope of Services is clearly defined. The amount for reimbursable expenses must be included in the Fixed Fee Amount. Backup must be submitted by the labor categories and rates



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in the Contract to support the recommended fixed fee.

- (b) Time Basis Method – The scope of services is not clearly define the extent, cost, or duration of the work. If a not-to-exceed amount is provided, the Consultant shall perform all work required by the Work Order, but in no event will the Consultant be paid more than the not-to-exceed amount specified in the applicable Work Order.
 - (c) Time Basis Method with Limitation of Funds – The scope of services is not clearly define the extent, cost or duration of the work. The Consultant is not authorized to exceed that amount without the prior written approval of the County. Such approval, if given by the County, will indicate the new limitation of funds amount. The Consultant shall advise the County whenever the Consultant has incurred expenses on any Work Order that equals or exceeds eighty percent (80%) of the limitation of funds amount.
2. When awarding **Work Orders under CCNA MSAs with multiple Consultants**, the objective is to distribute the work equally amongst the Consultants under Contract. Equal distribution of the work will be measured by the dollar value of the work awarded such that each Consultant obtains an equal share, to the extent possible, of the total dollars spent annually on the MSA. Once the firm has been identified by the User Department, a request for the Work Order will be submitted to the Purchasing and Contracts Division through the procurement system (JDE). The request must include the Statement of Work, Firm's Proposal, details for proposal submission, and any supplemental condition regarding the Work Order.
- (a) Statement of work - The statement of work will be provided to the Consultant with a complete description of the requirement enabling the Consultant to prepare a technical and price proposal including number of hours, labor classifications, contract hourly rate, sub-consultant fees, if applicable to determine overall cost.
 - (b) The User Department will review the submittals and will submit the Work Order request to Purchasing and Contracts Division for the issuance of the Work Order.
3. When requesting **Work Orders under Non-CCNA - MSA's Multiple Contractors or Consultants**: the User Department will submit a request including the scope of services and all pertinent information to the Purchasing and Contracts Division who will then submit to the Contractors or Consultants with instructions and guidelines for the submission of technical and price proposal/bid. When dealing with multiple Consultants under a MSA, the request may include technical and fee proposal or may include only fee proposal if a detailed scope of work is defined and provided to all Consultants or Contractors qualified under the MSA.



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- (a) The Purchasing and Contracts Division will tabulate the results and will provide to the User Department for final review and determination. The selection will be based on lowest cost and availability of staff to provide the required services in the specified time frame. Delivery of services must also be considered in the evaluation. The criteria must not include experience of the firm or individuals because these Consultants or Contractors have been already qualified under the original evaluation of the MSA.
- (b) The User Department will submit the Work Order request to Purchasing and Contracts Division for the issuance of the Work Order.

R. CONTRACT AMENDMENTS. The User Department or Division must submit a request for the contract amendment which must include the proposed modifications to the contract or to specific Order. It may include modifications to the scope of services, completion time, compensation or a combination of any. Procurement staff will verify the information for compliance with the Contract or Order. The Purchasing and Contracts Division will:

1. Review and process by coordinating with the County Attorney's Office the preparation of the amendment.
2. Send to Contractor or Consultant for signature, attestation or witnesses.
3. Obtain required approvals for execution of documents based on Administrative Code.
4. Send to Commission Records for recording
5. Distribution and registration of documents in VendorLink.

S. RENEWAL PROCESS.

Contracts may be renewed if the following criteria are met:

- There is a continuing requirement and funding is available.
- The Contractor's or Consultant's performance has been satisfactory.
- The prices or fees remain fair and reasonable.
- The option to renew is available in the Contract.

The Purchasing and Contracts Division personnel will work with the User Department or Division and with the Contractor(s) and Consultant(s) to determine if the renewal option will be exercised. The renewal process is complete when Purchasing and Contracts Division notifies the Contractor or Consultant of the renewal determination. If modifications to the contract are requested, such as a price increase, an amendment process is initiated by the Purchasing and Contracts



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Division independently from the renewal process.

T. CONTRACT ADMINISTRATION PROCEDURES. The procedure for Contract Administration establishes responsibilities for the initiation, processing, execution and monitoring of Contracts entered into by the County and in compliance with the Administrative Code.

1. Responsibilities of the Project Manager – User Department or Division: The Project Manager manages, monitors, and supervises the planning and coordinates the project with the Divisions within the Department and with other regulatory agencies having jurisdiction over the project, if applicable.

After receipt of the executed Agreement, the Project Manager is responsible for communicating with the Contractor to discuss the project, schedules of values, milestones and other pertinent facets of the project. The Purchasing and Contracts Division Representative will attend construction progress meetings and discussions, as necessary, and will assist the Project Manager regarding contractual obligations under the Agreement.

The Project Manager is responsible for involving Purchasing and Contracts Divisions and providing information regarding progress meetings and reports and ensuring that project milestones are accomplished within specified time and budgetary constraints and in accordance with the Specifications and Drawings. The Project Manager is responsible for submitting proper documentation to the different levels of authority to ensure compliance with the following:

- (a) Ensure that all applicable permits are obtained and in order for the project to continue without delays.
- (b) Maintain records of Contractor performance. Unsatisfactory performance must be promptly reported to Purchasing and Contracts Division for proper notice and action. A Vendor Material/Service Issue Form or Performance Evaluation Form should be submitted whenever deficiencies occur. Deficiencies are not limited to scope performance. Contractor's failure to adequately invoice or provide administrative documentation should be documented as unsatisfactory if the issue is unresolved and resulting in delays.
- (c) Review invoices for payment, verify accuracy in accordance with Contract terms, and submit to Accounting personnel within the Department or Division and the Comptroller's Office for payment. The receipt of such items or services must be documented in the JDE system. The payment request must include required documentation according to the Contract terms and conditions.
- (d) The Department or Division and Purchasing and Contracts Division



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must work together in dealing with issues affecting the payment of invoices such as liquidated damages and retainage.

- (e) Include the Purchasing and Contracts Division in all meetings with regard to issues with contractual obligations under the Agreement specially progress meetings.
 - (f) Ensure compliance with the County Code, policies, and procedures.
 - (g) Ensure that all correspondence pertaining to issues affecting the contract is submitted to the Purchasing and Contracts for processing. The User Department or Division is not authorized to act on behalf of the Purchasing and Contracts Division unless authorized, in writing, by the Purchasing and Contracts Division Manager.
2. Responsibilities of the Purchasing and Contracts Division: To facilitate, monitor and assist the Departments and Divisions through the procurement process and during the duration of the contract. The Procurement personnel will be the designated liaison. Responsibilities include but are not limited to the following:
- (a) Review, process, manage and execute Contracts and Orders, renewals, terminations, change orders, amendments, Notice to Proceed and any other document pertaining to the Contract in accordance with Administrative Code.
 - (b) Ensure that all applicable insurance and bonds are obtained and in compliance with the Contract. The County Attorney's Office must review and approve deviations from the standard contract language and legal provisions and provide guidance to the Purchasing and Contracts Division.
 - (c) Conduct and participate in contract negotiations.
 - (d) Attend construction and projects meetings.
3. Responsibility of Risk Management Office: To review procurement actions and determine the adequate limits and types of insurance and bonds needed for the contract. Provide standardization in insurance requirements for County-wide procurements.
4. Responsibilities of the County Attorney's Office:
- (a) Prepare contracts for County solicitations and procurement actions as requested by the Purchasing and Contracts Division.
 - (b) Review contracts to ensure their legality with respect to form and compliance with applicable laws.



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- (c) Provide guidance regarding the ramification of certain contractual situations. Provide written legal opinion or representation as needed throughout the course of the Contract and procurement processes.
 - (d) Participate in contract negotiations, as required.
 - (e) Coordinate efforts to obtain contract compliance whenever notified by the Purchasing and Contracts Division of an apparent irresolvable breach of Contract.
5. Responsibilities of the Comptroller's Office:
- (a) Review encumbrances to ensure compliance with accounting principles.
 - (b) Review invoices for compliance with applicable contracts and regulations.
 - (c) Issue payment and record in the Financial System.

U. CONTRACT CLOSEOUT PROCEDURES. A project is ready to be closed out when all obligations under a contract have been satisfied, all disputes, if any, have been settled, all inspections have been completed. The County Project Manager will submit to the Purchasing and Contracts Division all requests and documents necessary for the close out of the project. Closeout process must be in accordance with requirements stated in the solicitation and contract documents. After review and approval, the Purchasing and Contracts Division will submit the documents to the Comptroller's office for processing of final payment.

V. PURCHASING CARDS. The Purchasing Card Program is a delegation of procurement authority by the Purchasing and Contracts Division to the Departments. Each Department Director must control the proper use of his or her Department's cards.

The Purchasing Card is embossed with the employee's name and the words "Seminole County BOCC". It has the County's logo on the face of it and has been specifically designed to avoid confusion with personal credit cards. The County Purchasing Card consists also of Travel Cards. The Travel Cards can be used for travel expenses in accordance with the travel policy.

1. Purchasing Card Request: Each Department Director shall determine who in their Department should have a County Purchasing Card. The "Purchasing Card Form" is used to apply for a Purchasing Card. The application must be completely filled out and signed by the Department Director. Applications for Purchasing Cards received prior to the 21th day of each month will be processed during the first week of the following month.
 - (a) Requests for Travel Cards and Cards that exceed the established



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"Cardholder Controls" must have County Manager's approval.

- (b) Purchasing Cards will be issued monthly. New cardholders must receive training and sign a "Cardholder Agreement" signifying they understand and accept the responsibility associated with the Purchasing Card. Training will be offered during the last week of each month for those applicants that submitted application prior to the 21st day of the month. Training will be coordinated by the Purchasing and Contracts Division. The applicant should have prior knowledge of the following:

- The delegated authority and limits established by the Director.
- A general understanding of County Operations regarding procurement functions and the software support application.
- The responsibilities regarding the allocation of funds for transactions and if they are not responsible for the allocations of transactions, he or she must know who will be responsible within his or her Department or Division and how the information will flow.

2. Changes to the Purchasing Card: The "Purchasing Card Form" is also used to request changes to the Purchasing Card original application. Changes to "Cardholder Controls" will require the Department Director's signature approval. Change to "Cardholder Controls" that exceed the established amounts must have the County Manager's signature approval.

If employee cardholder moves to a new Department, a new Purchasing Card Request Form must be submitted to the Purchasing and Contracts Division.

Closing the Purchasing Card Account: If an employee leaves the County or no longer requires a Purchasing Card, the Department Director or Designee is responsible for collecting and destroying the Purchasing Card. If the Purchasing Card cannot be collected from the terminated employee, the Department Director or Designee must notify the Purchasing Card Administrator. The Human Resources Employee Notification System will alert the Purchasing and Contracts Division to terminate the Purchasing Card. The Purchasing and Contracts Division will process the closing of the account based upon the date stated on the notification system email.

Lost or Stolen Cards: If a Purchasing Card is lost or stolen, the cardholder must immediately notify the issuing Bank. The cardholder must also notify his or her approving official and the Purchasing and Contracts Division.

Conditions of Use: Cardholders must observe the "Seminole County Purchasing Card Do Not Buy List" which can be found on the Purchasing and Contracts Division's website.



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3. Purchase Transaction Documentation: All purchase transactions must contain documents containing the procurement transaction. Face-to-Face - The cardholder should obtain a receipt for all face-to-face transaction. The receipt serves to document both the order and receipt of goods or supplies.
 - (a) Remote - The cardholder must document the order when it is placed and should print the receipts and any document supporting the purchase when the order is placed and the order is received.
 - (b) Enterprise Spend Platform (ESP) is a management tool that allows the cardholder to quickly and easily manage their Purchasing Card transactions on-line. ESP gives cardholders the ability to perform administrative and accounting tasks on an as needed basis and allocate the transactions as they are posted in the system and the capability to store transaction documents, invoices, approvals, etc. All Purchasing Card statements will be obtained from ESP since copies will not be mailed.
 - (c) The billing cycle for each month statement starts on the twenty-second (22nd) day of the month. Starting on the date of each transaction until the twenty-fifth (25th) day of the month (5:00 PM), each cardholder must enter and update the information for each of their transactions. All transactions must be updated in ESP with the correct allocated account information and JDE Item Number. Failure to allocate the transactions within ESP in the allotted time frame will be cause for the Purchasing Card privileges to be suspended or terminated.

4. Preparing Statement for Payment: Monthly statements must be reviewed, substantiated, approved, and submitted to the Comptroller's Office for payment within five days of the billing cycle.
 - (a) Review - The cardholder shall review the on-line ESP statement for correctness. Ensure all charges are legitimate and no sales tax was charged.
 - (b) Substantiate - Each transaction should be documented either with a receipt/packing slip or an invoice and should be allocated using the ESP application.
 - (c) Approval - The Approving Official's signature on the statement certifies all transactions as legitimate expenditures of County funds and in compliance with the Administrative Code. The signed statement will be sent to the Comptroller's Office for processing.
 - (d) Missing Documentation - The cardholder is responsible for providing required documentation. If a receipt is lost, the cardholder should



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attempt to obtain a duplicate. If a duplicate cannot be obtained, the cardholder should prepare a statement that includes all the information normally found on the receipt and a brief explanation for the lost documentation. Continual abuse may result in loss of the Purchasing Card and disciplinary action against the cardholder.

- (e) **Disputed Charges** - If the cardholder questions a charge on the statement, the cardholder shall contact the vendor directly and attempt to reach a resolution. If the cardholder reaches an agreement with the vendor, there is no dispute. If the vendor refuses to acknowledge the error or will not issue a credit, the cardholder must fill out the issuing bank's "Purchasing Card Disputed Charge Form" and send a copy to the Purchasing Card Administrator. The bank will then adjudicate the disputed charge. The Form can be found on SharePoint.

- 5. Purchasing Card Procedures during an Emergency Disaster/Event: The following procedures are to augment the normal Purchasing Card's procedures to be utilized prior to and during an emergency event declared by the County.

- (a) All emergency Purchasing Card transactions related to the disaster must be supported with a FEMA form available on the intranet. Copies of these forms and a copy of the receipts must be forwarded to the Budget Manager's office in the County Services Building.
- (b) All food purchased during the event must be pre-approved by Purchasing personnel located at the Emergency Operation Center (EOC). The EOC has the responsibility to provide food to employees via the Disaster Feeding Plan.
- (c) Purchasing and Contracts Division has in its possession four Emergency Purchasing Cards to augment normal procurement procedures during a County declared emergency event.

- 6. Special Purchasing Credit Card: A special Purchasing Card can be used by Purchasing and Contracts Division as an effective and efficient method of processing the purchasing and paying for goods not exceeding a predetermined amount per item procured. The use of this special Purchasing Card allows for the payment of goods and services that have already been procured in accordance with all procurement policies and procedures.

These policies and procedures provided in this Policy are the minimum requirements for Purchasing and Contracts Division and additional controls can be established as deemed necessary. One (1) Purchasing Card will be designated as "Payment Card" and the value of the card will be



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\$3,000,000.00. The card will be secured in the Comptroller's Office and is only to be used by Purchasing and Contracts Division and the Comptroller's Office. Purchases made with this card must follow procedures outlined in the Procurement Code, Seminole County Administrative Code, and this Policy with the exception that this card will have no transaction limits per day or per month.

When a purchase request (OR) is submitted by the User Departments through JD Edwards system, Purchasing and Contracts Division will process the request by ensuring compliance with the established procurement rules and regulations. Purchasing and Contracts Division will complete the "Credit Card Transaction Form" which will be sent to the Supplier to place the order, to the Comptroller's Office to process payment, and to the User Department for invoice processing. The Purchasing and Contracts Staff will process the procurement transaction instead of Purchase Orders).

- (a) The Department Representative will perform the following tasks:
 - (i) Verify receipts, charge/packing slips, and receive products.
 - (ii) Receive the item(s) and validate that the item(s) meet the County's requirements.
 - (iii) Verify that all appropriate documents are in order and the payment is accurate for processing.
 - (iv) Reject all shipments that do not comply with the order.
 - (v) Forward the receipt documents to the Comptroller's Office within three (3) working days after receipt.

- (b) Purchasing and Contracts Division staff will perform the following tasks:
 - (i) Review and verify accuracy of the Bank Monthly Statement related to those transactions processed through the credit card.
 - (ii) Coordinate with the Comptroller's Office to ensure documents are accurate including invoices, packing slips, etc.
 - (iii) Cancel the Order Requisition (OR) or Purchase Order (OP) in the JD Edwards system.
 - (iv) Allocate the transactions in the Bank electronic system providing the Comptroller's Office with a complete "Credit Card Transaction Form", order receipt as submitted by the



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User Department and the Purchasing Card Bank Monthly Statement.

- (v) Orders, including Fixed Assets, will be identified and assigned a BCC Identification Number through a Radio Frequency Identification Device (RFID) by the Property Management Administrator.
- (c) Procurement transactions, receipts, and all related documents will be retained by Purchasing and Contracts Division.
- (d) The Comptroller's Office will review each statement and supporting documentation. The Comptroller's Office will contact Purchasing and Contracts Division directly if discrepancy in the monthly statement is discovered.

W. PERSONAL PROPERTY.

1. Records and Controls: Property control entails tracking, compiling, and maintaining an inventory of all tangible personal property with original cost or value of \$1,000.00 or more, with a normal life expectancy of one (1) year or more, which is not fixed in place, not part of a structure or facility, and is practicable to identify by marking. Property control records are set up to comply with Section 274.02, Florida Statutes, and the Rules of the Auditor General. The Personal Property Administrator has the authority to prepare and obtain Tags and Titles for Personal Property.
2. Objectives of Fixed Asset Control:
 - (a) Establish accountability so losses due to negligence or theft are kept to a minimum.
 - (b) Provide a basis for insurance claims.
 - (c) Ensure equipment replacement schedules can be established.
 - (d) Identify surpluses and shortages to facilitate transfers between Departments.
3. Fixed Asset Control Procedures:
 - (a) The Property Administrator receives a copy of Orders issued against capital account lines. If errors are found in those Orders, the Administrator will work with the Comptroller's Office and Department to correct the Order.
 - (b) The ordering (receiving) Department must notify the Property Administrator when an item is received so proper identification can be assigned and register item in the Inventory System.
 - (c) Equipment is assigned a BCC identification number and is physically



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tagged or otherwise marked by the Property Administrator.

- (d) Records are entered and maintained for each item and include the following information:
 - Property Item Number (BCC #)
 - Item Description
 - Serial Number, Make and Model
 - Account number
 - Location
 - P.O. Number and date of purchase
 - Purchase price, including trade-ins
- (e) Much of the above information is provided by the Property Records copy of the Order. Additional information is obtained upon physical tagging of the equipment and through communication with the vendor and the asset custodian.
- (f) Each Department is responsible for their inventory of personal property in their custody as assisted by the Property Administrator. Each Department Director will be named custodian with assigned responsibility for the asset.
- (g) When a Department notifies the Property Administrator that it has received equipment that was not purchased on an OP or a Contract, but donated, it must prepare a memo stating how the equipment was acquired, from whom, a brief description of the equipment, and estimated dollar value of the equipment. After receiving the memo, a BCC identification number will be assigned and the item will be registered in the inventory system.
- (h) For a request to donate surplus equipment to a Non-Profit organization, a memo from the Department must be sent to the Purchasing and Contracts Manager requesting the approval to donate the items, with a description of the items, and the BCC identification number of each item. With the request to donate, the Department shall furnish a memo from the Non-Profit organization that is requesting the donation, which includes the organization's tax exemption letter from the Internal Revenue Service. After the Purchasing and Contracts Manager approves the donation, a copy of the approval will be sent to the Department and the transaction may proceed. The donated items are then removed from inventory.

4. Inventory Guidelines and Procedures for Fixed Assets:

- (a) The Fixed Assets inventory list includes all equipment assigned to a particular Department. Once a year, the Property Administrator



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- works with Department Directors or Designee to conduct physical inventory of those items in their possession. The listings are sorted by Division and by Unit (BCC) number sequence along with the following information:
- (i) Location is the three-digit number assigned within each Department to signify a Division or location within a Division.
 - (ii) Unit (BCC) Number is a five-digit designation assigned by the Property Administrator when a property record is created for a new item.
- (b) An annual physical inventory must be completed by the Property Administrator. The Inventory will be the actual sight verification of each item by Unit (BCC) number, serial number, and location code.
- (i) The Property Administrator will register all discrepancies found during the physical inventory. The Property Administrator will replace BCC tags that are damaged or missing.
 - (ii) If an item is located, which is not assigned to a Division or location, the Unit (BCC) number and description should be documented through SharePoint showing that the item was transferred from another Department. Include the original location code and the new location to signify a transfer.
 - (iii) The fixed asset form on SharePoint will be submitted on each item not accounted for or determined to be missing, lost, or stolen during a physical inventory. It is the Department Director's responsibility to ensure that a diligent search is conducted for the property. Copies of police reports for stolen property should be included in the inventory package.
- (c) The Purchasing and Contracts Division will prepare a report including items in inventory, items missing, stolen, sold in auction, traded-in, donated and destroyed/unrepaired. This report is sent to the County Manager, Department Directors and Comptroller's Office.
5. Surplus Property: All County property that is obsolete, excess, or no longer needed by the owning Department or Division, including vehicles, equipment, desks, chairs, tables, office equipment, etc., are to be reported to the Purchasing and Contracts Division for disposition coordination.
- (a) Responsibility:
 - (i) Each Department or Division is responsible for submitting a Disposition Form through SharePoint.



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(ii) The Purchasing and Contracts Division is responsible for coordinating the disposal of the personal property. If the item is identified by the Department or Division as usable surplus materials, the Department or Division will post the items that could benefit other Department or Division under the classified section in the County Web site. If the Department or Division receives no response to the request, then Department or Division should contact the Property Administrator to arrange the move of the item from the Department or Division to the auctioneer location. Each Department or Division is responsible for the expense associated with the move and for the proper planning of the events.

(b) Transfer of Surplus Personal Property:

(i) The surplus material requires the transferring Department or Division to complete the SharePoint form. The Purchasing and Contracts Division will verify ownership, description, and BCC identification numbers of equipment.

(c) Disposition of Surplus County Property with no salvage value:

(i) Department or Divisions with Fixed Assets that are deemed to have no value to the County can be disposed of per the Department Director's discretion. The Purchasing and Contracts Division requires the Disposition of Surplus Property form found on SharePoint to be completed prior to any disposal. Items that are of little or no value should be disposed of locally to avoid any transportation cost.

(ii) Property with salvage value will be disposed of in the best interest of the County and as allowed by Section 274.05, Florida Statutes. The requesting Department or Division is responsible, with the Property Administrator, to coordinate the movement and cost associated with the transportation of property to the auctioneer.

X. REAL PROPERTY.

- (1) The Public Works Department, in coordination with the County Attorney's Office, is responsible for the sale, purchase, and real estate closing of real property for the County. All offers to sell or purchase County real estate must be forwarded to the County Real Estate Management Office.
- (2) The Real Estate Manager in the Public Works Department is responsible for all aspects of the disposition of County Surplus Real Property. At the



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direction of the Public Works Department, the Purchasing and Contracts Division will advertise for bids on County owned surplus real property.

The Purchasing and Contracts Division's responsibility is limited to the bid process. Once a successful bidder has been selected and the sales Contract has been signed, the entire package (including any bid bond) will be turned over to the Public Works Department.