



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Clerk & Comptroller Administrative Policy (08-05)

TO: ALL CLERK & COMPTROLLER PERSONNEL
FROM: SHARON R. BOCK
CLERK & COMPTROLLER, Palm Beach County
SUBJECT: PROCUREMENT POLICY

ORIGINAL ISSUE DATE

October 1, 2008

REVISION DATE

October 1, 2009

I. PURPOSE:

To provide authorized guidelines for the procurement of equipment, supplies, or services by the Clerk & Comptroller of Palm Beach County, "the Clerk", to ensure the appropriate use of public funds for the benefit of residents of Palm Beach County.

II. AUTHORITY:

The authority to procure and pay for equipment, supplies, or services for the Clerk's organization rests with the Clerk and is in accordance with the laws, rules, regulations and procedures intended to provide for the control of expenditures of public funds.

III. POLICY STATEMENT:

The authority to procure and pay for equipment, supplies, or services will follow the guidelines set forth in this policy. The components of this Procurement Policy are as follows:

A. Purchase Order Requirements	D. Vendor Registration
B. Competitive Quote/Bids Requirements	E. Invoice Approvals
C. Contract Requirements (per Contract Policy)	F. Vendor Payment

A. PURCHASE ORDER REQUIREMENTS: The method for the procurement of equipment, supplies, or services shall be through a *Purchase Order* issued to a *Registered Vendor* and supported by a *Quote* and *Contract*, if applicable. Purchase order approvals are as follows:

Purchase Dollar Amount	Purchase Order Approval Requirement
\$0 – under \$1,000	Requesting Department Manager
\$1,000 or greater	Department Manager, Director and Chief Officer



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Note: Only the Clerk has the authority to approve expenditures over \$15,000 through the approval of the budget, Contract approval or specific Supplement approval prior to the creation of a Purchase Order and related Purchase Order Approval Requirements.

1. **EXCEPTIONS:** The following are exempt from the Purchase Order requirement; however still require the use of a Registered Vendor:
 - a. Approved Common Operational Purchases; refer to Procurement Procedures.
 - b. Approved Special Administrative Payables; refer to Procurement Procedures.
 - c. Emergency Purchases, refer to Section IV of this policy and Procurement Procedures.

B. COMPETITIVE QUOTE/BID REQUIREMENTS: Competitive quote and competitive bids will be required as follows:

Purchase Dollar Amount (per item)	Quote Requirement
\$0 - \$4,999.99	Single Quote or Relevant Pricing Information
\$5,000 - \$24,999	Three Competitive Quotes
\$25,000 or more	Competitive Sealed Bids or RFP's

2. **BIDS:** The method for acquiring equipment, supplies, or service with a cost of \$25,000 or more is by competitive solicitation process.
3. **EXCEPTIONS:** The following are exempt from the three quotes or competitive bid requirement; however they still require a single quote or relevant pricing information:
 - d. Multiple quantities of a single item of common operational supplies.
 - e. Negotiation for special or unique services.
 - f. Negotiated purchases after rejection of all bids.
 - g. Sole source items.
 - h. Purchases which 'piggy-back" on existing government contracts.
 - i. Intergovernmental purchases
 - j. Emergency purchases as noted in Emergency Purchase section.
 - k. Contract for professional services referenced in Florida Statute 287.057(f).



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C. CONTRACT REQUIREMENTS: Contracts may be required for some procurement requests. The specific guidelines are provided in the Clerk & Comptroller's "**Contract Policy**" with a summary as follows:

1. The following goods and/or services for procurement by the Clerk shall require an executed contract:
 - a. The performance of all professional services on behalf of the Clerk.
 - b. Goods received by or services performed on behalf of the Clerk and to be paid for based upon progress payments, benchmarks and or milestones.
 - c. The performance of services or receipt of goods on a recurring basis (monthly, quarterly, semi-annual and or annual).
 - d. Negotiated computer hardware and software maintenance agreements.
 - e. Negotiated office and equipment services and maintenance agreements.

2. The procurement type and associated contract requirement are as follows:

Procurement Type	Contract Requirement
Professional Services of \$0 to \$4,999	Clerk's Short Form Contract or equivalent
Professional Services of \$5,000 or greater	Clerk's Long Form Contract or Equivalent
Equipment or Supplies \$5,000 to \$24,999	Contract Required with exceptions
Equipment or Supplies \$25,000 or more	Contract Required with exceptions

3. **Exceptions to the contract requirements for the procurement of equipment and supplies are as follows:**
 - a. Made from a registered vendor pre-approved for a particular commodity.
 - b. Made from a registered vendor with a General Pricing Agreement in place.
 - c. Multiple quantities of a single item of common operational supplies.
 - d. "Piggy Backing" on an existing government contract(s).
 - e. From an intergovernmental agency.
 - f. For emergency purchases.

4. **All exceptions above are NOT exempt from requiring a purchase order.**



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D. **VENDOR REGISTRATION:** Vendors must be approved and registered prior to the procurement of any goods or services. Potential new vendors must complete a registration package provided by the Clerk & Comptroller's Accounts Payable group. This registration package includes a Welcome Letter (with instructions), a Vendor Registration form, and an IRS W-9 form. Once the completed package has been received, reviewed and approved by the Account Payable Group, all necessary parties will be notified of the vendor's approval and the vendor will be added to the vendor database.

E. **INVOICE APPROVALS:** All invoices for goods or service are to be mailed directly to:

Accounts Payable Group
Accounting Department
PO Box 229
West Palm Beach, FL 33402-0229

Prior to payment of any invoice, the requesting department Manager or designee must complete a *Receiver* providing validation of the goods or service received.

F. **VENDOR PAYMENT:** Except for limited circumstances, the Clerk's office does not pay for goods or services not yet received or performed. No purchase order or formally executed contract shall provide for any payment prior to the receipt and acceptance of goods or services represented by that payment, except for rent or lease payments, training courses, continuing education, memberships, and subscriptions, copier or printer maintenance payments or as otherwise authorized by the Clerk as in cases where a pre-payment will result in a cost savings.

IV. **EMERGENCY PURCHASES:**

Emergency purchases of equipment, supplies, or services shall be made on the open market, at the lowest obtainable price, at the direction of the Clerk, regardless of the amount of the expenditure. Emergency purchases are exempt from any quote and bid requirements. An emergency condition exists when the Clerk determines that there is an immediate danger to the public health, safety, or welfare or other substantial impact to the Clerk's office as a result of the delay necessary to meet all the procurement procedures. The Clerk has the authority to determine when an emergency exists. Emergency purchases shall be documented with appropriate justification as soon as practicable and the documentation shall be included in the relevant purchase file.



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V. COOPERATIVE PURCHASING AND GOVERNMENT CONTRACTS:

Cooperative purchasing and government contracts shall be utilized whenever it is in the best interest of the Clerk's operations. Solicitation of bids shall not apply to purchases established under the Chapter 69-1119 of the Laws of Florida, Palm Beach County Contracts, State of Florida Contracts and/or Federal General Services Administration Contracts when authorized by the General Services Administration. Purchases in any amount may be made by the Clerk against those contracts provided they are in the best interest of the Clerk's office.

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Reviewed by Legal Counsel

10/1/09
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