

PURCHASING POLICY

POLICY HIGHLIGHTS

- Outlines procedural instructions
- Incorporates policy sections removed from Admin Code
- Aligns purchasing requirements with federal and state guidelines
- Incorporates best practices
- Updates thresholds for purchasing authority of departments and Purchasing Agent

PURCHASING THRESHOLDS

| | Current | Proposed |
|-----------------------|------------------------|------------------------|
| Small Purchase | \$2,500 | \$4,000 or less |
| Informal Solicitation | \$4,000 to \$25,000 | \$4,000 to \$25,000 |
| Formal Solicitation | More than \$25,000 | More than \$25,000 |
| Contract Authority | \$25,000 | \$50,000 |

CONTRACTING AUTHORITY

For Purchasing, County Executive Officer,
and Department of Public Works

PURCHASING

- Repealed and Replaced Chapter IV Article 17 Chapter II
 - Removed:
 - Procedural Items
 - Duplicative Code Sections and those no longer in use
 - Clarified:
 - Purchasing Agent Duties
 - Local Vendor Preference

PURCHASING

| | Current | Proposed |
|--|-----------------|------------------|
| Purchase, rent, lease personal property | | \$250,000 |
| Contract Authority | \$25,000 | \$50,000 |
| Emergency Purchases | \$25,000 | \$150,000 |
| Small Purchases | \$2,500 | \$4,000 |

COUNTY EXECUTIVE OFFICER

- Repeal Administrative Code Section A-11 17.10 Article 17 Chapter II
- Amend Administrative Code Section A-11 17.11 through A-11 17.14 Article 17 Chapter II

COUNTY EXECUTIVE OFFICER

| | Current | Proposed |
|---------------------------|----------------|-----------------|
| Real Property Acquisition | \$25,000 | \$0 |
| Accepting Donations | \$10,000 | \$25,000 |
| Contracting Authority | \$5,000 | \$25,000 |
| Sanitation District | \$5,000 | \$25,000 |
| Settlement Authority | \$6,500 | \$50,000 |

COMMUNITY DEVELOPMENT AGENCY

- Amend Administrative Code Section A-II 42.10.5
Article 42 Chapter II

| | Current | Proposed |
|---------------------------|----------------|-----------------|
| Real Property Acquisition | \$25,000 | \$50,000 |