

Amendment to Polk County Purchasing Procedures Manual

WHEREAS, Polk County Ordinance 06-24, as amended, provides in Section 3.C. that the County Manager shall prepare and promulgate procedures for purchasing, procurement and the sale and conveyance of real or personal property as necessary for the implementation of said ordinance; and

WHEREAS, in accordance with the above-referenced authority, the County Manager approved and adopted a revised Purchasing Procedures Manual on August 6, 2010 (the "Manual"), which serves as the basis for purchasing procedures for the County; and

WHEREAS, Section 3.C. of Ordinance No. 06-24, as amended, further provides that the County Manager may authorize changes to the Manual upon recommendation by the Procurement Director; and

WHEREAS, the Procurement Director has recommended, and the County Manager has approved, a revision to the Purchasing Procedures Manual which provides for disciplinary actions to be applied for violations of the Procurement Code of Ethics, as further set forth below.

NOW THEREFORE, the Purchasing Procedures Manual is hereby amended as follows:

Section 1: Effective September 1, 2017, the Ethics policy, as currently set forth on Page 14 of the Purchasing Procedures Manual, is amended and replaced in its entirety as follows:

ETHICS

In accordance with the County's Procurement Ordinance, the Procurement Division and all County employees, officers and agents shall adhere to the National Institute of Governmental Procurement (N I G P) Code of Ethics as stated below:

N I G P CODE OF ETHICS

The Institute believes, and it is a condition of membership, that the following ethical

principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.

Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

Believes that members of the Institute and its staff should at no time, or under any circumstances accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.

Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

Resists encroachment on control of personnel in order to preserve integrity as a professional manager.

Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, natural origin, disability, gender, age, pregnancy and other protected characteristics.

Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.

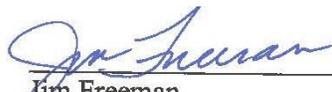
Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Procurement.

Disciplinary Action

Any violation of these standards of conduct by any officer, employee or agent of Polk County Government will result in disciplinary action up to and including, without limitation, termination.

Section 2: The Purchasing Procedures Manual, as amended by this Amendment, remains in full force and effect.

Authorized by:



Jim Freeman,
County Manager



Fran McAskill
Procurement Director

Date: 12-14-17

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