

Amendment to Polk County Purchasing Procedures Manual

WHEREAS, Polk County Ordinance No. 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 Manger may authorize changes to the Manual upon recommendation by the Procurement Director; and

WHEREAS, the Federal Transit Administration ("F T A") has requested that the County submit to the F T A regional office updated County written procurement policies and procedures that address the inclusion of documentation of responsibility determination and conducting a cost or price analysis for every procurement action; and

WHEREAS, the Procurement Director has recommended, and the County Manager has approved, certain revisions to the Manual, as set forth below, in order to comply with such request.

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

Section 1: Paragraph 2 of the "Procurement Division Responsibilities and Functions" section of the Manual is hereby amended to add the following subparagraph (j):

(j) Review all competitive solicitation submittals as well as Sole Source purchases, A V S purchases and Emergency Purchases, to ensure that correct procurement procedures were followed to obtain the good or service; conduct a review of the cost or price analysis either prepared in connection with a competitive solicitation or, in the case of selection via an alternative method specified above, prepared and submitted by the Division; and confirm that all W-M B E Program policies, as set forth herein, were followed.

Section 2: Paragraph 2 of the "Purchase Orders" section of the Manual is hereby amended and restated in its entirety as follows:

WHEN ISSUED

A computer generated Purchase Order will be issued upon receipt of a properly authorized requisition following: (1) selection of a vendor by either a competitive solicitation process (e.g., bid. quote, R F P or Best Value Procurement), or by an alternative selection process authorized herein (e.g., Sole Source purchase, A V S purchase or Emergency Purchase); (2) confirmation that sufficient funds are available; and (3) Board approval, if required, and in the case of selection by an R F P. the Board's execution of a contract between the Vendor and the County. All Purchase Orders will be reviewed by the assigned Procurement Specialist. Such review will include, but is not limited to: (1) confirmation that correct procurement procedures were followed to obtain the good or service; (2) a review of the cost or price analysis prepared in connection with the competitive solicitation, or in the case of selection via one of the alternative methods specified above, as prepared and submitted by the Division; and (3) confirmation that all W-M B E Program policies, as set forth herein, were followed in the selection process.

Section 3: The Purchasing Procedures Manual, as amended by this Amendment, remains in full force and effect.

Authorized by: 
Jim Freeman,
County Manager
Date: 2-12-14


Fran McAskill,
Procurement Director
Date: 2-12-14