

- 8.01.05 The Purchasing Department shall periodically review purchases made under this procedure for repetitive; component or sequential purchases are being made in violation of the competitive bidding laws and these Policies.
- 8.02. Purchases Not Exceeding \$3,000.00(to be amended as of, 11/22/16)**
- 8.02.01 An authorized person shall complete a Form HCPD-01/**Electronic Requisition** (NOTE: Purchasing Department encourages, recommends and suggests the “better business practice” of soliciting pricing to achieve a “best value” result;
- 8.02.02 The Requisition is processed in the normal manner and submitted to Purchasing.
- 8.02.03 Purchasing verifies the Requisition, approves same, and after approval of the County Judge, issues a PO to the most responsible vendor, as determined by the Purchasing Agent. If the approved quotation is not the lowest quotation, the reason must be stated in writing on the Requisition.
- 8.02.04 If the requisition is disapproved for any reason, the Requisition is returned to the user with a written reason for the disapproval.
- 8.0205 The Purchasing Agent shall establish policies requiring the random verification or telephone or written quotations before authorizing a purchase.
- 8.03. Purchases Between \$3,000.01 and \$50,000.00. (Revision to the previous \$25,000.00 Statutory Bidding Limit was enacted to \$50,000.00 pursuant to House Bill 987 (Senate Bill 624 identical) effective 06-22-09)**
- 8.03.01 An authorized person shall complete a Form HCPD-01 which shall include the listing of at least three (3) potential supplies, together with written, firm quotations from such suppliers. Vendors who are located throughout the County and state should be contacted. A record of all quotations shall be maintained. The list of vendors contacted should be rotated so that over time, all vendors are contacted approximately equally.
- 8.03.02 The Requisition is processed in the normal manner and submitted to Purchasing.
- 8.03.03 Purchasing verifies the Requisition, approves same, and, after obtaining approval or the County Judge, issues a PO to the most responsible vendor, as determined by the Purchasing Agent. If the approved quotation is not the lowest quotation, the reason must be stated in writing on the Requisition.
- 8.03.04 If the Requisition is disapproved for any reason, the Requisition is returned to the User with a written reason for the disapproval.
- 8.03.05 The Purchasing Agent shall establish policies requiring the random verification of Written quotation, and may, whenever the Purchasing Agent deems appropriate, solicit additional written quotations before authorizing a purchase.
- 8.04 **Information Contained in Quotes.** For all oral or written quotations obtained; the following information must be exchanged between the vendor and the County;
- 8.04.01 Information related to the prospective vendor should include a description of the Item (or items), the quantity required (in standardized units, if applicable), the required delivery date, the last date quotations will be accepted, and the terms and conditions of purchase. The vendor shall be informed that the price quotations are *required* to be honored during the stated period.
- 8.04.02 Information obtained for the prospective vendor must include the name, address And telephone/telecopier numbers of the vendor, the total or unit price, as specified, the date through which the quoted price will be effective, the name of