

## **2.106. Purchasing**

Banks County operates on a purchase order/requisition system of purchasing within an annual operating budget and in accordance with established purchasing policies and procedures. Purchases must be made within the following procedures established by the Board of Commissioners and the State of Georgia for expenditures of funds for purchasing of goods to be paid for by the County:

All unbudgeted purchases require approval of the Board of Commissioners.

### **Tier 1: Direct Purchase - \$1,000 or less**

- Requires a Purchase Order.
- User sources the purchase by solicitation of written quotation from vendor.
- All budgeted purchases with an estimated cost up to \$1,000, users are to use their best judgment as to the source of supply and the number of written quotations to solicit, and approval of the Department Head.

### **Tier 2: \$1,000.01 - \$5,000.00**

- Requires a Purchase Order.
- One written quotation required.
- All budgeted purchases with an estimated cost of \$1,000.01 - \$5,000.00, user sources the purchase by solicitation of written quotation from vendor.
- Submit quotation to Purchasing with Request.

### **Tier 3: \$5,000.01 and not to exceed \$20,000**

- Requires a Purchase Order.
- All budgeted purchases with an estimated cost of \$5,000.01 - \$20,000.00, three written quotations solicited by the Department Head and submitted to the Chairman for approval.

### **Tier 4: Competitive Bid Threshold in Excess of \$20,000**

- Requires a Purchase Order
- All budgeted purchases with an estimated cost in excess of \$20,000 require solicitation of formal (advertised) competitive sealed bids unless the item is purchased through a State of Georgia Contract which was bid by the Department of Administrative Services.
- Requires Board of Commissioners approval

### **Computer Software/Hardware and Technology Items:**

- Requires a Purchase Order.
- Under \$1,500, requires additional approval of Technology Administrator.
- Requires additional approval of the Commission Chairman for purchases \$1,500 - \$5,000.
- Over \$5,000, requires Tier 3 procedures

Any bid and purchase from an internet auction site, such as E-Bay, requires prior approval of the County Commission Chairman.

All invoices and receipts must be signed and submitted to the Commissioners' Office for proper account coding and correlation with the purchase order. **All purchases require a purchase order.**

Exceptions to these policies are emergency purchases, which should be confirmed as soon as possible with proper purchase orders.

Any purchase made by an employee, without proper approval, will be the personal financial responsibility of the employee.

All contracts must be approved by the Board of Commissioners. The Chairman, or his designee, will administer the contract pursuant to the specific terms and conditions as set forth in the contract.

The County will adhere to all federal and state laws when making purchases using federal revenue.

It is the policy of Banks County to promote integrity and guard against even the appearance of impropriety by prescribing the following essential standards of ethical conduct. County employees and elected officials shall discharge their duties impartially to assure fair competitive access to governmental procurement by responsible vendors, and to foster public confidence in the integrity of the County procurement system. County employees and elected officials shall not solicit, demand, accept or agree to accept a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement specification standard or contract. County employees and elected officials shall not participate directly or indirectly in a procurement where there is an actual or potential conflict of interest.

Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the Board of Commissioners. All bids must be made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. The County reserves the right to take any action available if it discovers inappropriate or illegal actions by a vendor, including but not limited to, a determination that the vendor should be declared non-responsible and/or non-responsive, and/or suspension or debarment of the vendor. Vendors that have been suspended or debarred will not be allowed to participate in any County purchases.