



Board of County Commissioners  
Office of Purchasing  
**Title: Purchasing Procedures Manual**

Procedure No: PP-010

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Effective Date: 08/21/00 Supersedes Date: 12/20/96

**I. PURPOSE**

The Purchasing Manual is designed to explain and facilitate understanding of the Purchasing Code and the functions, policies and procedures of the Office of Purchasing. Additionally, to serve as a tool in personnel training. Departments/Divisions must keep their copy of the Purchasing Manual current and should include all official updates and applicable memos issued by the Office of Purchasing

**II. APPLICABILITY**

Procedures contained herein are applicable to all County personnel involved in the requisitioning, receiving, transferring and replacement of supplies, materials, services, and equipment.

**III. RESPONSIBILITY AND FUNCTIONS**

The Office of Purchasing is responsible for administering the Escambia County Purchasing Ordinance as approved by the Board of County Commissioners; establishing and administering purchasing policies, dealing fairly with all potential sources of supply; obtaining goods and services in an efficient and businesslike manner; consolidating purchases of like or common items; obtaining fair prices for materials, equipment, supplies and services; and generally defining how to effect cost savings and coordinate purchasing and contracting procedures for Escambia County.

The primary function of the Office of Purchasing is to purchase the supplies, materials, equipment and services required by the County and to insure that maximum value is determined for each dollar spent.

Specific responsibilities, duties and functions include:

1. Policies and Procedures:

Develop purchasing objectives, policies, programs and procedures for the purchase and contracting for all materials, supplies, equipment and services.

2. Representation:

Act as Escambia County's representative on all matters pertaining to purchasing and contacts.

3. Specifications:

Preparing and assembling specifications and technical requirements in cooperation with using departments/divisions which are subsequently included in Invitations to Bid, Requests for Proposals, Requests for Letters of Interest and/or Requests for Quotations.



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The Office of Purchasing shall assist the user department/division in ascertaining the appropriate quality, quantity, and kind of materials requisitioned in order to serve the best interests of the County.

4. Standardization:

Work with other departments/division to establish standardization of materials, supplies and equipment where practicable within a competitive environment.

5. Vendor Relations:

Promote good will between Escambia County and its suppliers. Encourage full and open competition wherever possible. Assure fair and equitable business dealings with all vendors. All bidders shall be afforded equal opportunity to quote and compete in public bidding.

The County will buy only from suppliers who are financially stable, have high ethical standards, and have a record of adhering to specifications, maintaining shipping promises, and giving a full measure of service.

In interviews with sales people, no one who is not an employee of the Office of Purchasing may commit themselves on preference for or purchase any product or service, or give any information regarding performance or price which might in any way compromise the County.

All correspondence with suppliers is to be through the Office of Purchasing, except in special cases where the technical details involved make it advisable to delegate authority to others. In such cases, the Office of Purchasing must receive copies of all correspondence.

Acceptance of gifts at any time, other than advertising novelties of nominal value, is Prohibited. Acceptance of elaborate entertainment is also prohibited. Employees must not become obligated to any suppliers and shall not conclude any County transaction from which they may personally benefit. No employee shall become obligated to any vendor and shall not conclude any County transaction from which they may personally benefit.

No employee of the County shall obligate the County whereby said employee may derive income or benefits other than those provided as remuneration from the County for their employment.

6. Purchasing Analysis:

Keep informed of current developments in the field of purchasing, including but not limited to prices, market conditions and new products, and secure for the County the benefits of research conducted in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations, and private businesses and organizations.



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**IV. PROCEDURES**

The following procedures shall govern the procurement of goods and services for the County in accordance with the existing Procurement Ordinance.

All requests for goods and or services, and all purchases will be made through and by the Office of Purchasing otherwise exempted by the Purchasing Ordinance and/or the Purchasing Manual. In some instances, authority to request prices may be delegated to others.

Like purchases shall be combined for bidding and quantity discount pricing.

No contract, purchase, or group of requisitions shall be subdivided to avoid bid and quotation requirements.

It is unlawful for a County officer or employee to order the purchase of any materials, supplies, equipment, and contractual services, or make any contract other than through the Purchasing Manager without prior written authority or as specifically delegated herein. Any purchase, order or contract made contrary to the provisions hereof shall not be approved and the County shall not be bound thereby.

In cases of Emergency Purchase or Circumstance, and only in such cases, an exception to the above policy may be made under the conditions set forth in the Purchasing Ordinance.

**V. SERVICE AGENCY**

The Office of Purchasing is a service agency for all of the departments/divisions of the County, and in order to best serve its customers must be kept informed of all requirements as promptly as possible.

**VI. DEVIATIONS**

Deviations from the procedures prescribed herein shall not be made without prior approval of the Purchasing Manager.

**VII. SUGGESTIONS**

Suggestions of improved methods and new ideas concerning these procedures are encouraged and welcomed.