



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

Effective Date: 2/19/10 Supersedes Date: 12/7/06

**Contents:**

Page No: 1 of 3

<u>Organization and Responsibility</u>	<u>Title</u>
OR-010	Organization
<u>Purchasing Procedure</u>	
PP-010	Purchasing Procedures Manual
PP-020	Delegation of Signature Authority
PP-030	Requisition Procedure
PP-031	Requisition – Processing Priorities
PP-032	Requisition – Processing Delay Documentation
PP-040	Purchase Order Procedure
PP-045	Code of Conduct
PP-050	Amendments/Changes After Award
PP-060	Source Selection
PP-070	Purchase Order Terms and Conditions
PP-080	Blanket Purchase Orders
PP-090	Term Contracts
PP-100	Procurement of Professional Consulting Services as Governed by F.S. 287.055.
PP-101	Consultant Task orders
PP-105	Qualified Providers List
PP-110	Purchases Exempt from Competition
PP-120	Piggy Backing Off Other Entities
PP-130	Utilizing State of Florida Term Contracts
PP-140	Visa Purchasing Card
PP-150	Vendor Complaints and Disputes
PP-160	Protested Solicitations and Awards
PP-161	Suspension and Debarment
PP-170	Standardization and Specifications
PP-180	Performance and Payment Bonds
PP-181	Irrevocable Letter of Credit
PP-185	Risk Management Guidelines
PP-190	Surplus Property
PP-200	Sale of Real Estate
PP-201	Disposition of County Surplus Property (Real) with an option for Affordable Housing Interests.
PP-210	Design/Build
PP-220	Contracts
PP-221	Contract Administration
PP-222	[RESERVED]
PP-223	Owner Direct Purchases (ODP).
PP-230	Tresun Procedure for Entering Requisitions, Purchase Orders and Change Orders.
PP-240	Declaration of State of General Emergency
PP-250	Vendor Performance Evaluations
PP-260	Vendors/Suppliers Survey



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

Effective Date: 1/10/02 Supersedes Date: 9/17/01

**Contents:**

Page No: 2 of 3

<u>Sample Forms</u>	<u>Title</u>	<u>Where Used</u>
F0010	Authorized Signatures for Vouchers/ Purchase Requisitions/Receiving Reports.	PP-030
F0015	Certificate of Insurance	PP-185
F0016	Certificate of Insurance (Emergency)	PP-185
F0020-1	Change Order Request Form for Purchase Order/Release Order Contract.	PP-050
F0021	Change Order Reporting Form	PP-050
F0030	Construction Change Order Request Form	PP-050
F0035	Consultant's Task Order	PP-101
F0040	Emergency Purchase Order	PP-240
F0050	Emergency Purchase Order Log	PP-240
F0055	Emergency Risk Management Insurance Affidavit.	PP-185
F0060-1	Contractor Performance Evaluation	PP-250
F0070-1	Consultant Performance Evaluation	PP-250
F0071	Irrevocable Letter of Credit	PP-181
F0071a	Letter of Confirmation for Irrevocable Letter of Credit.	PP-181
F0072	Permitting Questionnaire	PP-030
F0073	Pre-Bid Fee Quotation on County Projects	PP-030
F0075	Public Notice of Recommended Award (Bid)	PP-060
F0076	Public Notice of Recommended Award (Proposal).	PP-060
F0080	Purchase Order	PP-040
F0090	Purchase Requisition	PP-030
F0090A	Emergency Purchase Requisition	PP-240
F0100-1	Purchase Requisition Worksheet	PP-030
F0110	Purchasing Activity Log	PP-240



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

Effective Date: 10/28/05 Supersedes Date: 5/20/04

**Contents:**

Page No: 3 of 3

<u>Sample Forms</u>	<u>Title</u>	<u>Where Used</u>
F0120	Purchasing Staff Sign-In Sheet	PP-240
F0125	Recommendation to Award Determination Checklist.	PP-060
F0126	Register of Proposals	PP-060
F0127	Register of Letters of Interest	PP-060
F0130	Report of Reassigned Excess Property	PP-190
F0140	Report of Unsatisfactory Materials and/or Service.	PP-090, PP-150
F0150	Request for Disposition of Property	PP-190
F0160	Single Source Log	PP-110
F0170	Single Source Purchase Data Sheet	PP-110
F0175	Sunshine Law Checklist	PP-100
F0180	Task Order Form	PP-100
F0185	Transmittal Sheet	PP-100
F0190	Vendor Performance Evaluation Form	PP-250
F0195	Vendors/Suppliers Survey Form	PP-260
F0200	Visa Purchasing Card Dispute Form	PP-140
F0210-1	Visa Purchasing Card Request/Certification/Receipt.	PP-140
F0215	Bank of America VISA Purchasing Cardholder Information Form.	PP-140
F0220	Visa Purchasing Card Transmittal Form	PP-140
F0230	Visa Purchasing Card Maintenance Form	PP-140
Exhibits	Florida Statutes 119 (partial), 125 (partial), 255 (partial), 274 and 287 (complete).	