

TITLE 8

Purchasing

Chapter 1 Purchasing

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Sec. 8-1-1 Title.

This ordinance shall be known as the “Columbia County Purchasing Ordinance”.

Sec. 8-1-2 Intent.

It is the intent of this Ordinance to provide for the uniform and cost effective purchase of materials by Columbia County.

Sec. 8-1-3 Purchasing Agent.

The County Clerk will designate, subject to approval of the Property Committee, an employee to serve as Purchasing Agent.

Sec. 8-1-4 Purchasing Procedures.

- (a) This ordinance assumes that all items purchased hereunder will first be budgeted in a department’s annual budget. Purchase of various materials for Columbia County are hereby divided into four classes.
 - 1) Class A items consist of office supplies which can be routinely stocked by the Purchasing Agent.
 - 2) Class B items are materials used by up to several departments and purchased annually or less frequently and shall consist of capital items, including but not limited to, desks, chairs, office machines, file cabinets, etc.
 - 3) Class C items shall consist of materials peculiar to one or two departments which

are not available from the Purchasing Agent's store of goods. Such items will normally be purchased by the department head with the approval of the governing committee.

- 4) Class D Materials consist of those items of value in excess of \$2,000.00. These items may be purchased with committee approval after being submitted to the bid procedures established by the Purchasing Agent for this type of purchase.
- (b) The procedures for the purchase of materials by Columbia County are hereby established as follows:
- 1) Class A Items will be purchased by all departments through the office of the Purchasing Agent pursuant to procedures established by the said Purchasing Agent.
 - 2) All Class B items will be acquired for the departments by the Purchasing Agent under the direction and supervision of the Property Committee, pursuant to procedures established by the Purchasing Agent and approved by the Property Committee. Three prices for each purchase are to be provided with purchase order.
 - 3) All Class C items will be purchased by the department heads, subject to the approval of the supervising committee of that department. Notice of the intended purchase of any such items will be given by the department head to the Purchasing Agent, and the Purchasing Agent may assist in the comparison shopping for these items.
 - 4) All Class D items will be purchased through the Purchasing Agent under formal bid procedures as approved by the Property Committee.

Sec. 8-1-5 Exceptions.

Department heads may request exceptions to these procedures for specific items or classes of purchases. A request for an exception will be in writing, signed by the department head and supervising committee chairman, and will detail the basis for the requested exception. The Purchasing Agent will indicate thereon whether or not said exception would do damage to the purchasing system established by this ordinance. Approval for item exceptions will be by the Property Committee. Any approval for exceptions for the purchase of a class of items will be by the Finance Committee. The Purchasing Agent will maintain a file of all requested and approved exceptions and will serve in an advisory role to the committee regarding exceptions. Exceptions, if granted, must be in writing.

- (a) The County Home and County Highway Department shall be exempt from this ordinance except as to Class A and B items.

Sec. 8-1-6 Forms.

- (a) For the purpose of ordering frequently used items, a multi-use form for the estimated annual needs and/or quarterly requisition will be furnished by the Purchasing Agent to each department. When prepared, the department will make three copies, forwarding two copies and retaining a control copy. The original will serve as a permanent file record and the first copy will serve as a transmittal and inventory record.
- (b) Special requisition items will be ordered by use of a Columbia County Requisition Form furnished by the Purchasing Agent. The form will be in duplicate, with the original being forwarded to the Purchasing Agent and a copy being retained by the originator of the request.
- (c) Purchase order forms will be designed and stocked by the Purchasing Agent in a manner to serve Columbia County's needs.

Sec. 8-1-7 Stock of Supplies.

The Purchasing Agent shall maintain a sufficient store of Class A items so as to meet the needs of the departments. Offices and department will order from the Purchasing Agent quantities to meet the needs for a calendar quarter at times designated by the Purchasing Agent. Any office or department granted an exception is urged to take advantage of the savings anticipated by this system in costs and employee time.

Sec. 8-1-8 Duties of the Purchasing Agent.

The duties of the Purchasing Agent will include:

- (a) Responsibility for the inventory of Class A items.
- (b) Responsibility to assist and advise the Property Committee in acquisition of Class B items.
- (c) Serving in an advisory capacity to all departments and County Board committees in matters of requisitions, purchases, bidding and requested exceptions to these procedures.
- (d) Through other duties in the County Clerk's Office, the detection of unauthorized purchases by any office, department or employee of the county and prompt referral of the matter to the Property Committee and County Board Chairman.
- (e) Receiving complaints from any department or office as to quality and quantity deficiencies. If the Purchasing Agent is not able to resolve the matter, it will be the responsibility of the Purchasing Agent to refer the matter to the supervising committee and the Property Committee for resolution.
- (f) Receive and retain, in a file, copies of all rental agreements and leases negotiated by the various departments, boards, committees and other sub-divisions of the County Board. The Purchasing Agent will verify that all such agreements bear the authorization of the County Board Chairman or be otherwise authorized by County Board action.

- (g) Solicit annual needs estimates from each department during budget preparation period, receive and fill quarterly requisitions from each department, and honor emergency requisitions based on unusual problems.
- (h) Making recommendations regarding consolidation, modification or termination of service contracts.
- (i) Arrange delivery of items purchased and recover costs involved by pro-rating charges to items delivered.