

## UNION COUNTY PROCUREMENT ORDINANCE RECAP

Purchase orders are required in advance on all purchases, except Procurement Card Purchases.

Purchases should not be artificially divided to circumvent the procurement processes.

PROCUREMENT TYPE	\$ THRESHOLD/SPECIAL CONDITIONS	COMPLIANCE GUIDELINES
Purchase Cards (not currently available)	Under \$ 500.00	Cards will be issued in Cardholders' name Must be used for legitimate business purposes only Not necessary to secure competitive bids, but should have support for selection by having 2-3 vendor prices May be used for purchases > \$500 provided all other Procurement requirements are met, and made by Procurment Staff/Supervisor/County Council.
Quote/Bid Solicitation	< \$499.99 \$500 < \$9,999.99 \$10,000 - \$14,999.99 \$15,000 - \$49,999.99 \$50,000 - \$100,000 \$50,000 - \$100,000 Over \$100,000	Not necessary to secure competitive bids, but have support selection by 2-3 vendor prices Minimum of 3 written quotes, solicited by Department Head Fomal quotes, solicited by Procurement, authorized by Procurement/Supervisor/Council Chair Fomal quotes, solicited by Procurement, authorized by Supervisor/Council Chair Sealed Bid/Sealed Proposal - awarded to lowest bidder, authorized by Supervisor/Council Chair Sealed Bid/Sealed Proposal - awarded to other than lowest bidder, authorized by County Council Sealed Bid/Sealed Proposal - awarded by County Council
Emergency Procurement	< \$35,000  Over \$35,000	Must promptly notify Procurement to obtain authorization (PO #), and employ as much competition(documented) as possible. The follow-up with Procurement process noting used "Emergency Procurement procedures, authorized by Supervisor/Council Chair Must promptly notify Procurement to obtain authorization (PO #), and employ as much competition(documented) as possible. The follow-up with Procurement process noting used "Emergency Procurement procedures, authorized by Supervisor/Council Chair, notify Council
Sole Source Procurement	< \$35,000  Over \$35,000	Include justification for "sole source" qualification on procurement paperwork and otherwise follow Procurement procedures, authorized by Supervisor/Council Chair Include justification for "sole source" qualification on procurement paperwork and otherwise follow Procurement procedures, authorized by Supervisor/Council Chair, notify Council
Special Services	One time < \$100,000  One time =/> \$100,000	Negotiated with Supervisor/Council Chair and Department Head, authorized by Supervisor RFQ solicited by Procurement, reviewed and approved by County Council
Cooperative Purchasing	SC State Contract NCPA & GSA	Requisitions submitted must prepared for the contract vendor listed with the correct contract/vendor numbers, correct item #, correct pricing and any special terms Authorization folllows normal Procurement Policies
Professional Services	< \$50,000  > \$50,000  Legal	Proposals shall be requested by Procurement - following evaluation by Procurement and department head, awarded by direct negotiation and selection by Supervisor/Council Chair Proposals shall be requested by Procurement - following evaluation by Procurement and department head, awarded by direct negotiation and selection by County Council Procurement of all legal services will be handled by County Supervisor
Contracts	< \$50,000 > \$50,000 All	After procurement activity, any contract must be approved by the County Supervisor After procurement activity, any contract must be approved by County Council All contracts/modifications/addendums/extensions must be signed by the County Supervisor