



Subject: Purchasing Policy

Effective: 11/10/11

Supersedes: 2002 Purchasing Policy

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Approved by:


Board of Health Chair

Policy/Procedures

Formal Bids/Proposals

Advertising and competitive bidding prior to entering into a contract, lease or purchase shall be required if the amount is Fifty Thousand Dollars (\$50,000) or more, not including sales tax. Specifications shall be developed detailing the requirements of the goods or services to be provided. The specifications shall be in writing and will be filed in the Health District Purchasing Office for public inspection. A notice of intent to contract, lease or purchase shall be posted on a bulletin board in the Rucker Building no less than two weeks prior to the due date of bids or proposals. An advertisement shall be published in the official County newspaper at least once in each week for two consecutive weeks prior to the date bids or proposals are to be submitted.

Bids/proposals shall be in writing and submitted in an envelope specifying the type of bid/proposal and must be submitted prior to the specified date and time. Bids shall be opened at an Administrative Bid Opening conducted by the Deputy Director or a designee. Bids/proposals will be reviewed by the Board of Health and the award shall be made to the lowest responsible bidder/proposer taking into consideration the quality of the goods or services to be purchased. Any or all bids/proposals may be rejected.

This procedure may be waived or modified by the Board of Health if a determination is made that it is not feasible or in the best interest of the District.

Written Bids

A contract, lease or purchase which is at least Fifteen Thousand Dollars (\$15,000) but is less than Fifty Thousand Dollars (\$50,000), not including sales tax, may be awarded with approval of the Health Officer or Deputy Director after securing written quotations from enough vendors to assure establishment of a competitive price. Documentation shall be maintained indicating vendor, date, time and price quoted for all bids. The number of bids obtained shall be a minimum of three, unless three bids cannot be obtained due to the nature of the service or purchase desired.

Verbal Bids

A contract, lease or purchase which is at least Seven Thousand Five Hundred Dollars (\$7,500) but is less than Fifteen Thousand Dollars (\$15,000), not including sales tax, may be awarded with approval of the Health Officer or Deputy Director after securing verbal quotations from enough vendors to assure establishment of a competitive price. The number of bids obtained shall be a minimum of three, unless three bids cannot be obtained due to the nature of the service or purchase desired. Documentation shall be maintained indicating vendor, date, time and price quoted for all verbal bids.

Exceptions

1. The Health Officer or Deputy Director shall have the authority to make emergency building repair expenditures up to One Hundred Thousand Dollars (\$100,000).
2. The District shall have the authority to make emergency building repair expenditures at a cost of greater than One Hundred Thousand Dollars (\$100,000) with the approval of the Chair or Vice-Chair of the Board of Health. In this case, "emergency building repair" shall mean a repair to a District facility which is needed as quickly as possible to prevent further damage to the facility or its contents, or to allow its use to resume in a public emergency.
3. The District shall have the authority to purchase emergency medical supplies at a cost of greater than Fifty Thousand Dollars (\$50,000) with the approval of the Chair or Vice-Chair of the Board of Health.
4. Bidding requirements may be waived or modified by the Health Officer or Deputy Director in an emergency situation where delay is likely to significantly increase risk to public health or damage to District property.