

ABBEVILLE COUNTY PURCHASING MANUAL

The following section describes the responsibilities of the local governing body, the purchasing authority, and the department heads. Standard Rules and Regulations of a purchasing system are also set forth.

Responsibilities

A. Abbeville County Council

1. Adopts and amends as needed the purchasing policy.
2. Awards contracts in excess of \$5,000 that have been advertised and have been determined to be most advantageous to the governmental unit.

B. County Director or Designee

1. Administers Abbeville County purchasing rules and regulations; assures that procedures are properly adhered to by all governmental departments receiving appropriations from the Abbeville County Council.
2. Negotiates contracts for personal services and submits them for award as provided below.
3. Uses standard specification if applicable and reviews deliveries to assure compliance.
4. Transfers between departments goods and equipment not needed by the holder but useful to a receiving department.
5. Exchanges, trade-ins or sales of all goods which are surplus or unused and which are not required for county use.
6. Develops standard forms and conditions of invitations to bid; purchase orders, contracts and other forms required.
7. Subject to approval by County Council, performs all delegate functions in connection with acquisition and disposal of real property.
8. Conducts the opening of formal bids and reviews bids with affected department head and recommends most advantageous bid to the Abbeville County Council.
9. Receives and approves requisitions, after determining that funds are available and returns them to the department of origin if they are not.
10. Sends and receives questions and/or bids for the procurement of materials supplies, and services in accordance with the procedures set forth in the Abbeville County Purchasing Manual.
11. Administers Purchase Order Procedure and approves Purchase Orders totaling \$500 or more.
12. Sends authorization to pay to the Abbeville County Treasurer.

- C. County Department Heads
 - 1. Originate requisitions and approves Purchase Order expenditures totaling \$500 or less.
 - 2. Sign and return both the regular purchase order copy along with any invoices to certify satisfactory filling of the requisition by the end of the next working day after receipt of goods.

Rules and Regulations

- A. The County Director as purchasing authority will normally conduct and conclude in consultation with the department head, all negotiations affecting purchases, prices, terms, and delivery.
- B. The purchasing authority reserves the right to question the quality and kind of material requested by using agency in order that the best interest of the local government may be served.
- C. Purchase requisitions from operating agencies shall be accepted by the Purchasing Authority only if properly completed.
- D. Procedures set forth in this manual relating to purchasing form, normal purchases, emergency purchases and SPO purchases shall be followed by the various operating agency.
- E. Single purchase orders not exceeding \$500 may be awarded by the Department Head without necessarily taking bids.
- F. Single purchase orders not exceeding \$1,000 may be awarded by the County Director without necessarily taking bids.
- G. Single purchase orders over \$1,000 but less than \$2,500 shall be awarded by the County Director only after receiving telephone, oral or written quotations from at least two (2) vendors when possible, to the vendor whose quotation is most advantageous to the County.
- H. Single purchase orders of more than \$2,500 but less than \$5,000 shall not be awarded by the County Director until telephone, oral, or written quotations have been received from at least three (3) vendors when possible.
- I. Single purchase orders that are expected to exceed \$5,000 shall be publicly advertised for bids at least once in a newspaper of general circulation in the area at least seven (7) days prior to the date set for formal opening of written bids. Bids in writing based on written specifications furnished prospective bidders shall be received and publicly opened by the County Director and the Department Head or other person designated by Council, at the date and hour specified in the advertisement. Acting upon the recommendation of the County Director, the County Council shall award the contract to the vendor having bid most advantageous to the County.
- J. When it is advantageous to procure materials, supplies, and/or equipment through the purchasing agreements and contracts of the Purchasing Division of the State of South Carolina, the South Carolina Department of Transportation or other governmental entities, said contracts may be considered as having satisfied the

formal bidding procedures outlined above and/or a bid by the governmental unit in awarding purchasing contracts.

- K. The purchasing policy above may be waived under the following conditions based upon the recommendations of the Department Head and County Director who shall prepare a statement of the reasons for placing the order with other than the low bidder and report these findings to the Abbeville County Council.
 - 1. When there exists no possibility of a competitive bid, as in the case of only one source of supply.
 - 2. When it is to the advantage of the governmental unit to acquire goods and/or services on the basis of a previously awarded bid.
 - 3. In the case of emergency purchases where it is necessary to obtain goods and services to maintain public health, safety, welfare, or continue required County operations. Such action will be reported at the next County Council meeting.
 - 4. Professional services, when such award is in the best interest of the County.
- L. Bidders having businesses within Abbeville County shall receive a three percent (3%) reduction on bid pricing to encourage award of county bids to county vendors.
- M. A procedural process and documentation to implement the purchasing will be developed by the County Director.
- N. The County Director shall have the authority to reject all bids, parts of all bids, or all bids for one or more supplies or contractual services, when the public interest will be served thereby.

Bid Deposits

When deemed necessary by the County Director, bid deposits shall be prescribed in the public notices inviting bids. Upon entering into a contract, bidders shall be entitled to return of bid deposit where the County Director has required such in the bid process. A successful bidder shall forfeit any bid deposit required by the Director upon failure on his part to enter into a contract within ten (10) days after the award; provided, however, that the County, in its uncontrolled discretion, may waive this forfeiture.

Bid Deposits

The County Director shall have the authority to award contracts within the purview of this article; provided, however, that contracts in excess of \$5,000 shall not be awarded without prior approval of County Council.

Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the County Director shall consider:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
7. The quality, availability and adaptability of the bidder to perform the contract or provide the service;
8. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
9. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
10. The number and scope of conditions attached to the bid.

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the County Director and filed with the papers relating to the transaction and held for a period of no less than 12 months.

Performance Bonds

The County Director shall have the authority to require a performance bond, before entering into a contract in such form and amount as he or she shall find reasonably necessary to protect the best interest of the County.

Financial Interest

No member of the County Council or any officer or employee of the County shall have a financial interest in any contract or in the sale to the County or to a contractor supplying the County of any land or rights or interests in any land, material, supplies or services; except when a majority of the County Council determines such exception in the best interest is involved shall vote on the question.

APPENDIX 1.0

PROCUREMENT POLICY REFERENCE TABLE

MONEY INVOLVED	QUOTES or BIDS REQUIRED	DEPARTMENT HEAD APPROVAL	DIRECTOR APPROVAL	COUNCIL APPROVAL
0 - \$500	0	Yes	No	No
\$500 - \$1,000	0	Yes	Yes	No
\$1,000 - \$2,500	2	Yes	Yes	No
\$2,500 - \$5,000	3	Yes	Yes	No
\$5,000 - Up	Advertisement	Yes	Yes	Yes