

SECTION 5: UNIQUE SERVICES

5.0 Piggybacking

- 5.0.1 When services have gone through a competitive bidding process by another governmental (either formal or informal), the department(s) may “piggyback” off their awarded bid/contract and take advantage of the pricing received without going through a competitive process.
- 5.0.2 Contracts will verify specification and award information, receive permission from both the entity and the awarded contractor/consultant to piggyback, then authorize a purchase order following the appropriate levels. Piggybacks over formal level (\$100,000.00) will require Board approval prior to issuance of any purchase order.
- 5.0.3 Lee County will allow other governmental entities to piggyback on Lee County’s processes when requested.

5.1 State Contract

- 5.1.1 State Contracts have gone through a competitive process. Use of State Contracts have been approved as exempt purchases. A purchase order may be issued provided the total dollar amount of the purchase is \$100,000.00 or less. State Contracts over formal level (\$100,000.00) will require Board approval prior to issuance of any purchase order.

5.2 Exemptions

- 5.2.1 Requests for exemptions shall be processed through the Contracts office.
- 5.2.2 All Exemptions are Board approved. Exemptions may either be purchased using a direct voucher method or by issuing a purchase order.
- 5.2.3 The following are the current exemptions from the formal competitive process and may be purchased through the issuance of a purchase order or contract:
  - 5.2.3.1 State Contracts
  - 5.2.3.2 Expert Witness services
  - 5.2.3.3 Payment made to another governmental entity (local, state, or federal) unless there is a specific interlocal agreement