

SECTION 1: FOREWORD

1.0 Division of Procurement Management Mission Statement

1.0.1 The goal of the Division of Procurement Management (hereinafter referred to as Procurement) is to: (1) provide clear and concise guidelines on acceptable procurement methods; (2) provide training (classes) to equip our customers with the tools needed to obtain goods and services; (3) provide professional guidance and assistance per Administrative Code #4-1; (4) procure goods and services through a competitive process when requested or if we deem necessary; and (5) monitor purchases made to insure compliance with established policies and procedures and to determine the areas where additional training is needed.

1.1 Overview

1.1.1 This “Purchasing Manual” (hereinafter referred to as Manual) will serve as the basis for purchasing policies and procedures for Lee County (hereinafter referred to as the County). The purchasing function involves the procurement of materials, supplies, equipment, and services at the best value, consistent with operational needs, while maintaining fair and open competition.

1.1.2 Since rules and regulations are necessary for the proper operation of the procurement function and since it is essential that all who are involved in the procurement operations be well informed, this manual has been developed to aid all employees directly or indirectly associated with the function of procurement.

1.1.3 The Board recognizes competitive procurement for like-type items and large dollar purchases as a necessary function of effective government, which promotes economy and efficiency by facilitating accounting and finance control and by enabling quantity purchasing and the standardization of frequently used items. The Board, therefore, declares that it shall be the responsibility of the Procurement Director to competitively procure these type of supplies, equipment and services for the departments and divisions of the County, the basic objective of which is to obtain the best total value consistent with operational needs, while maintaining fair and open competition.

1.1.4 Three principles of acceptable procurement practices are as follows:

- To deal fairly and equitably with all vendors wishing to do business with Lee County. This is accomplished by maintaining strong and enduring relationships with vendors of proven ability by conducting procurement activities to insure vendors will value County business and make an effort to meet stated requirements on the basis of quality, service and price.
- Maximize competition for procurement of the County by insuring that interested vendors are afforded an equal opportunity to furnish quote/proposals and are able to compete on equal terms.
- Purchase goods and services at the best total value, consistent with quality performance and delivery requirements, from vendors who meet the County's requirements and are capable of performing.

1.2 Various Roles Involved in the Procurement Function

The procurement function can be divided into three main sections as follows:

1.2.1 Role of Procurement

The role of Procurement in the purchasing process is to:

- Maintain an up-to-date Purchasing Manual as a guide for all procurement procedures
- Maintain up-to-date signature authorization files for all employees involved in the procurement function
- Maintain the master vendor Address Book database in One World®
- Prepare tax exemption forms, credit applications, W-9 forms and 1099 forms as requested
- Procure goods and services when requested by the departments and divisions
- Provide training on acceptable procurement policies and procedures

- Monitor purchases made by departments and divisions for compliance with the policies and procedures established in this Manual and any other applicable Administrative Codes, Ordinances, Florida Statutes, etc.
- Prepare and/or process annual quotes, proposals, etc.
- Advise departments and divisions upon request in the preparation of specifications
- Competitively procure items or services as needed regardless of dollar level at the department director and/or Procurement director discretion.
- Administer the County-Wide Procurement Card Program

1.2.2 Role of Operating Departments and Divisions

The role of the operating departments and divisions in the procurement process is to utilize the services of Procurement and to be responsible for:

- Identifying, as soon as possible, and sufficiently in advance, their needs for goods and/or services in their County operations and activities
- Notifying Procurement of their purchasing needs and utilizing the proper forms and procedures as described in this manual
- Using accurate account strings
- Providing clear and precise detailed specifications for each item or service requested or ordered
- Determining that sufficient funds are available in their authorized budgets to pay for each item or service that is ordered
- Inspecting all items or services as delivered, and notifying the authorized department requisitioner of receipt in order to authorize payment to the vendor
- Adhering to proper procurement procedures as outlined in this manual and any applicable Administrative Codes, Ordinances, Florida Statutes, etc.
- Authorizing of all purchase transactions initiated by their personnel
- Verifying vendor has proper licensing and insurance, if applicable for all requisitions entered as department to handle.

1.2.3 The Role of Finance

The role of the Clerk of Courts Finance Division (hereafter referred to as Finance), as an agent of the Clerk to the Board, is to serve as the accountant and treasurer to the Board. In the procurement process, Finance is responsible for:

- Pre-auditing all payment requisitions prior to disbursement, to review for accuracy and to determine whether or not they are legal and proper, and that appropriate policies and procedures have been followed
- Rejecting any payment requisitions for purchasing transactions where the policies and procedures outlined in this manual have not been followed
- Disbursing of funds for purchasing transactions which are legal and proper and in compliance with all appropriate policies and procedures
- Recording all disbursements in the County's accounting records.