

**SECTION 11: EXEMPT PURCHASES**

**11.0 Exempt Purchases**

11.0.1 Exempt purchases are Board approved. The Board also approves the Procurement Manual. Exempt purchases may either be purchased using a direct voucher method or by issuing a purchase order. When issuing a purchase order for an exempt purchase, the approval date on the purchase order will be the approval date of the last complete manual revision.

11.0.2 An exemption from the formal competitive process can be requested/obtained for various reasons. Once an exemption has been approved by the Board, purchase of the exempt product/service may be made regardless of the dollar amount without going through a competitive process, except as specifically provided below.

11.0.3 The following are exempt from competitive quoting requirements, but not Board approval if applicable.

11.0.3.1 The purchase of equipment that has gone through the Administrative Code procedure, such as State Contracts or Federal General Services Administration Schedule, providing the purchase, rental or lease amount does not exceed formal level. If the total purchase amount requested exceeds formal level, the purchase is still exempt from competitive quoting procedures, however approval by the Board through the Agenda Item Summary process is required. (In this instance only, the approval date is the actual board approval date).

11.0.4 The following are exempt from competitive quoting requirements and Board approval and may be purchased using a purchase order.

11.0.4.1 Purchases made from agencies employing the blind and other severely handicapped such as RESPECT of Florida, pursuant to Florida Statute 413.

11.0.4.2 Purchases made from the corporation operating the correctional work plan programs (PRIDE of Florida) per Florida Statute 287.042(2)(a).

11.0.4.3 Purchases made from the State of Florida, Department of Management Services, Surplus Federal Bureau of Properties, pursuant to Chapter 215, Florida Statute , and sections 16 and 17.

- 11.0.4.4 Purchase of Econolite traffic controllers and components; including but not limited to software, support, miscellaneous hardware, etc. from TPFL, Inc. for the Department of Transportation.
- 11.0.4.5 Purchases for the Partnership in Family Building Program.
- 11.0.5 The following are exempt from competitive quoting requirements and Board approval and may be purchased through the direct voucher process.
  - 11.0.5.1 Internal service charges on governmental purchase of goods and services such as ITG (Communications and ITG).
  - 11.0.5.2 Any payments made to another governmental entity (local, state or federal) unless there is a specific interlocal agreement with a contract number and board date.
  - 11.0.5.3 The purchase of utilities, such as water, electric, telephone, natural gas, etc., to include: impact fees, permit fees, (relocation fees, repairs), etc., relating to the purchase of utilities (i.e. cable cuts or telephone line repairs must be paid by purchase order). Maintenance contracts are not exempt.
  - 11.0.5.4 Newspapers, radio stations, and television stations, advertising for all departments and divisions.
  - 11.0.5.5 Purchase of titles and related title media formats for the Lee County Library System.
  - 11.0.5.6 Computerized and published legal material from West Information Publishing Group.
  - 11.0.5.7 Court ordered payments. Payment Requests must show case number, date of signing by Judge and/or resolution date by Board in the backup.
  - 11.0.5.8 Housing and utility assistance payments and related amendments and documents.
  - 11.0.5.9 Payment for hospital care under the Health Care Responsibility Act pursuant to Florida Statute Section 154.306.

- 11.0.5.10 Payment for the County's portion of hospital and nursing home care for Medicaid eligible recipients pursuant to Florida Statute Section 409.915.
- 11.0.5.11 Payment for initial costs of medical examinations, x-rays and medical treatment of abused, abandoned, or neglected children pursuant to Florida Statute Section 39.304
- 11.0.5.12 Purchases made from the Florida Bar, which is a branch of the Supreme Court of Florida.
- 11.0.5.13 Funds disbursed under the Attractions Co-Op Marketing Program and Event Marketing Program up to formal level.
- 11.0.5.14 Purchasing by Lee County Department of Human Services – Housing for the purpose of new construction, acquisition of vacant land and/or rehabilitation of existing houses that does not exceed \$150,000. Any purchase over \$150,000.00 will require Board of County Commissioners approval. Such purchases are solely for rehabilitation or construction or replacement of affordable and/or supportive housing for use by the elderly, disabled, low income families and hurricane survivors for revitalization in targeted neighborhoods. The County Manager's signature is required for purchases over \$50,000.00. Board approved on 10/31/06.
- 11.0.5.15 Lee County's annual membership in the Florida Association of Counties.
- 11.0.5.16 Direct Material Purchases – exempt as long as authorized by Board on Agenda Item Summary as part of original construction contract award. The date approved by the Board must be entered into the "quote field" on the requisition in OneWorld and the Board approved Agenda Item Summary must be added as an attachment to the requisition.