

SECTION 2: INTRODUCTION

2.0 Purpose

- 2.0.1 The purpose of this Manual, which is adopted by a Resolution of the Board, is to assist County employees regarding the contract policies and procedures of Lee County, Florida.
- 2.0.2 The adoption of this Manual, and the approval of any subsequent revisions to such, by the Board, shall authorize the policies and procedures contained herein for official use in County Business.
- 2.0.3 The Board has authorized the County Manager or, in his/her absence, the Deputy County Manager, Assistant County Manager or Public Works Director to approve procedural revisions to this Manual.

2.1 Scope

- 2.1.1 The scope of this Manual, and the policies and procedures contained herein, govern all departments and divisions under the jurisdiction of the Board, as well as all service transactions which are paid for directly from County funds under the control of the Board. The contents of this Manual preempt all previously existing contract manuals, policies and procedures.

2.2 Distribution

- 2.2.1 This Manual will be made available, electronically or in hard copy, to all County Employees involved in the contracting process. Contracts will be responsible for distribution of this Manual and any subsequent revisions.

2.3 Implementation

- 2.3.1 It shall be the responsibility of the County Manager (or designee), through Contracts, headed by the Contract Manager, to implement and enforce the policies and procedures set forth in this Manual.
- 2.3.2 The Contract Manager, as head of Contracts, shall exercise functional authority over the County contracting process for the purpose of implementing and enforcing these policies and procedures on a county wide basis, as well as in Contracts for its role in the process.

Implementation (Continued)

- 2.3.3 Each department and division director shall be responsible for implementing and enforcing these policies and procedures within their respective jurisdictions.
- 2.3.4 A violation of any of the policies and procedures in this Manual may be grounds for disciplinary action and also may result in the County's refusal to pay for any improperly ordered services.
- 2.3.5 Only the Board shall have the authority to waive or over-ride the policies contained in this Manual. In such cases, which are in the Board's opinion exceptional, they may issue specific directions that a particular case be handled in a manner different than required by this Manual.

2.4 Revisions

- 2.4.1 This Manual is to serve as a permanent, up-to-date guide to County contracting policies and procedures. Therefore, as necessary changes are made in policies and procedures, appropriate revisions will be made to this Manual. Contracts shall be responsible for the accurate maintenance of the Manual and for assisting all appropriate parties in maintaining an up-to-date Manual.

2.5 Recommendation

- 2.5.1 County employees are encouraged to make recommendations on sections of the Manual which, due to changing conditions, may need revision. They are also encouraged to make recommendations on new subjects not presently included in the Manual which they feel are necessary.
- 2.5.2 Any such recommendations should be submitted through the Contracts office for review and consideration.
- 2.5.3 The Contracts office shall be responsible for any proposed revisions of this Manual.

2.6 Complaint Procedure

- 2.6.1 If any department or division has a complaint, about any aspect of the contract function, they are to submit the complaint, in memo form to the Contract Manager.

Complaint Procedure (Continued)

2.6.2 Upon receipt of a complaint it will be logged in by Contracts as follows:

- Date received
- Person/department issuing the complaint
- Nature of the complaint
- Date of complaint disposition

2.6.3 If the complaint involves a purchase order issued through Contracts, the Contracts office will contact the vendor in an attempt to resolve the issue in question.

2.6.4 Upon satisfactory resolution of the complaint Contracts will report back to the sponsoring department/division.

2.7 Training

2.7.1 From time to time and as policies and procedures change the Contracts office will hold training sessions that will be open to all County department/ divisions.