

WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing

Procedure No: PP-010

Title: Purchases Exempt From Competition

Effective Date: March 25, 2008

Revised Date: September 3, 2008

I. Purpose:

The purpose of this procedure is for procuring goods and services, which are exempt from the competitive bid requirements.

II. Scope:

This procedure applies to purchases that are exempt from the formal competitive bid and proposal requirements including but not limited to:

- A. Agreements between the Board of County Commissioners and non-profit organizations, the federal government, or other state or local governments, including the transfer, sale or exchange of goods and/or services.
- B. Goods and/or services received by grant, gift or bequest.
- C. Awarded bids by local, state, or national government agencies, government cooperative purchasing organizations or purchasing associations.
- D. Purchases from the State of Florida or U.S. General Services Administration Contracts or Florida Sheriff's Association Contract.

III. Procedure:

Direct Payment - The user department/division shall utilize the Direct Payment to approve payment for the following exempt items, and submit directly to the Finance Department:

- A. Mileage Reimbursements.
- B. Towing, copies of records, transcripts.
- C. Outside Counsel.

- D. Other legal services, including paralegal services, expert witnesses, court reporters, title searches and research services.
- E. Pre-approved interview and/or moving expenses (personnel only).
- F. Risk management claim settlements.
- G. Subscriptions to and legal advertisements in newspapers and periodicals.
- H. Agreements between the Board of County Commissioners and non-profit organizations, the federal government, or other state or local governments, including the transfer, sale or exchange of goods and/or services.
- I. Goods and/or services received by grant, gift, or bequest.
- J. Awarded bids by local, state, or national government agencies, government cooperative organizations or purchasing associations.
- K. Purchases from the State of Florida or U.S. General Services Administration.

Purchase Orders shall be issued to provide for payment for the following exempt items, which do not require competitive quotes.

- A. Emergency purchases.
- B. Processed media: movies, slides, videos, and other from processor, producer or exclusive distributor.
- C. Purchases from the State of Florida term contracts.
- D. Purchases from Florida Sheriff's Association Contracts, GSA Contracts and other governmental entities, Invitations to Bids.
- E. Blanket purchase orders wherein the exact quantity of items or identification of w specific terms cannot be determined in advance. w
- F. Sole Source procurements.
- G. Items, which have been approved for standardization, and a specific vendor, have been delineated in the standardization process.
- H. Maintenance agreements (i.e. copiers, postage machines).
- I. Awarded bids by Local, State, or National Government Agencies, Government Cooperative Purchasing Organizations or Purchasing Associations and Purchases from the State of Florida or U.S. General Services Administration.

The procedure also known as "extending off of a contract" is allowed and utilized for the procurement of goods and services without formal bid procedures

via utilizing other public entities' award of an Invitation to Bid or Request for Proposal; for example, the sources mentioned above.

Purchasing Agent shall have all extending off of a contract procurements pre-approved by the Finance Director prior to performing the following due diligence, to assure that extending off of a contract for the purchase in question will be appropriate.

The following documentation shall be included in the due diligence for extending off of a contract.

1. A full copy of the other entity's Invitation to Bid, the vendor's price sheet, vendor's signature, allowance for extending off of a contract by other entity, notification for award, date of purchase order or contract and expiration date.
2. Quotation from vendor, offering to honor the same prices under the same terms and conditions as indicated in the Invitation to Bid.
3. Bids from other entities will not be considered for extending off of a contract if the bids are over twelve months old.