

Category: 200 – FINANCIAL

Number: 242

Subject: **COUNTY PURCHASING POLICY**

Purpose: The purpose of this policy is to:

1. Provide assistance to the County Departments with the procurement of goods and services in a manner of sound and ethical business practice.
2. Assure that the County complies with the laws of the State of Michigan regarding the procurement of goods and services by a government entity.
3. Communicate to County Elected Officials, Department Heads, County Employees, and the Public the formal Purchasing Policy of the Board of Commissioners.

Authority: County of St. Clair Board of Commissioners

Application: This policy applies to all County Departments under the legal authority held by the Board of Commissioners as related to the procurement of goods and services.

Responsibility: The Administrator/Controller shall have the responsibility to implement and administer this policy.

Definitions: **Purchasing Division** is the department responsible for assisting the County Departments with their purchases of goods and services when requested or deemed necessary.

County Departments are the units that fall under the jurisdiction of the County of St. Clair, Michigan.

General: The Purchasing Policy is designed to offer the County Departments guidelines for procuring goods and services on behalf of the County in a purchasing format that is accepted as general business practices.

Policy: **Purchasing Guidelines**

The Purchasing Division has the responsibility to ensure that the quality, quantity, and materials being purchased by the County Departments adheres to the purchasing guidelines as approved in the Purchasing Policy.

All of the forms required to complete a purchase will be submitted to the Purchasing Division from the County Departments in the time frame outlined in the County Purchasing Procedures, complete with information, and with proper authorization.

The Purchasing Division and County Departments will not knowingly issue a purchase order where there is evidence of conflict of interest. Reference County Personnel Policy Number, dated 6/27/01, Article 4 titled Conflict of Interest.

The Department Head or Designee must approve all County purchases.

All bidders of the County will be given an equal opportunity to quote or to compete on equal terms.

Purchasing Responsibilities and Authority

The Purchasing Division and Administration will be responsible for policy development and procedures of the purchasing system under the jurisdiction of the Board of Commissioners.

The Purchasing Division will maintain basic information such as purchase records, price records, and bidding records.

If deemed necessary by the County Departments or the County Administrator, Purchasing may research market studies, materials studies, cost analysis, investigate supply sources, and develop supply sources.

The Purchasing Division will assist County Departments with obtaining goods and services in the required quality, at the lowest cost, at the proper time and in quantities that support the department's requirements. This may include securing quotations, analyzing quotations, negotiating contracts, checking legal conditions of contracts, and issuing purchase orders.

The Purchasing Division will advise County Departments of current and future market conditions, supply and availability of materials and economic conditions.

The Purchasing Division will work with suppliers and potential suppliers in search for new products and services that will better serve the County.

The Purchasing Division will not obtain goods or services for any County Department without the written consent of the Department Head.

Department Responsibilities and Authority

The County Departments will be responsible for adhering to the policies and procedures of the purchasing system.

The County Departments will be responsible for adhering to the budget figures that have been established for their department relative to purchasing goods and services for the County.

The County Departments will be responsible for obtaining proper authorization from the Administrator/Controller prior to making any purchases that may exceed the amount of the department's approved budget.

The County Department may obtain goods and services in the required quality, at the lowest cost, at the proper time and in quantities that support the department's requirements. This may include securing quotations, analyzing quotations, negotiating contracts, and checking legal conditions of contracts. Purchase orders are issued by the Purchasing Department.

The County Departments will assist the Purchasing Division with standardizing goods and services used throughout the County and promote strong vendor relations.

The County Departments may share or be wholly responsible for a variety of related or complementary activities as deemed by the Purchasing Division, or as specified by the County Administrator.

To the extent any County policies or resolutions conflict with this policy in whole or in part, they are hereby rescinded

Administrative

Procedures: Reference County of St. Clair Purchasing Procedures dated April 1, 2002.

Periodic

Review: The Administrator/Controller or County Board of Commissioners shall review this policy as needed.

Adopted: October 23, 2002

Revised: November 16, 2011