

Procurements

Index Code: 602.1

Effective Date: 12/15/16

I. Purpose

The purpose of this directive is to establish procurement guidelines to be followed by employees of the Office of the Sheriff.

II. Policy

It is the policy of the Office of the Sheriff to purchase supplies, materials, equipment and services in a manner that is fair, efficient and economical.

III. Definitions

1. Agents defined for property owned and utilized by the Office of the Sheriff:

Administrative Commander, Quartermaster

2. Excepting vehicles and related equipment:

Sheriff, Undersheriff, Fleet Manager

3. Excepting fixed assets:

Sheriff, Undersheriff, Administrative Commander

IV. Distribution

Invitations to bid or notices of a Request for Information (RFI), Request for Qualifications (RFQ) or a Request for Proposal (RFP) shall be provided to a sufficient number of bidders for the purpose of securing competition. A minimum of three (3) responses is recommended for any solicitation over \$5,000. Notices of availability shall indicate where, when, and for how long invitations may be obtained, generally describe the supply, service, or construction desired, and may contain other appropriate information. A fee may be charged for the bid documents. At a minimum, proofs of advertised prices from three vendors will be acceptable for purchases up to \$5,000 as supporting documentation. (This would generally be used to determine the annual vendor for office supplies to cover cumulative purchases.)

V. Minor expenses up to \$200 incurred on behalf of the Office of the Sheriff are reimbursable from petty cash.

VI. Extension of Existing Contracts

A contract for services may contain a "roll-over" provision that will allow the contract to be extended if the performance of the vendor has

been satisfactory over the previous contract period. The agent may approve a contract extension, including any annualized cost increases specified in the contract.

VII. Time Limit

Professional or contractual service contracts shall not be awarded for a period to exceed five (5) years unless the Sheriff or Undersheriff determine that a contract exceeding five (5) years is most advantageous to the Office of the Sheriff.

VIII. Specialized Purchases

Computer and communications hardware and software specifications shall be reviewed by the Information Technology (IT) Department for all such "network-based" purchases (which excludes specialized equipment within the Department of Emergency Services (DES) that is not connected to the main County-owned wide-area network). Any purchases made following specifications provided by either IT or DES shall be exempt from these procurement guidelines.

IX. Ownership

All Professional Service Procurements shall ensure that the Office of the Sheriff retains ownership of all data and information collected or used in the consulting effort.

X. Qualified Vendors

Procurements may be awarded to pre-qualified vendors after a formal RFQ process has been completed. If the first vendor on the list cannot provide the product or service in the required timeframe, quantity, or quality, the agent may authorize solicitations from the second, third, etc. vendor on the list.

XI. Office Supplies

At the beginning of every fiscal year, the Administrative Commander and the Quartermaster will compare the current advertised prices for commonly stocked office supply items to determine the vendor that will be used for that year based on average savings and delivery policies.

XII. Supply Request

A Supply Request Form will be completed by Office of the Sheriff employees and submitted to the Quartermaster for all requested new or replacement purchases.

XIII. Purchase Orders