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TATTNALL COUNTY
PURCHASING ORDINANCE

Be it ordained by the Board of Commissioners of Tattnall County, Georgia, and it is hereby ordained by the authority of same that with respect to the purchasing policies and the procurement of materials, supplies and services, the following Ordinance is hereby adopted.

Section No. 1

Purpose

The purpose of this ordinance is to establish purchasing procedures that will require the purchase of the highest quality supplies, materials, equipment and contractual services at the least expense to the County. The purchasing procedures shall encourage competitive purchasing and allow for due consideration to ethical and quality standards and to real value rather than price alone.

Section No. 2

Chief Purchasing Agent

The Chairman of the Board of Commissioners, Vice Chairman, when acting as Chairman and County Manager shall have the authority to sign checks to pay all encumbrances for Tattnall County.

The Chairman is designated Chief Purchasing Agent of the County. Account Purchase Orders obligating the County for sums of less than Two Thousand Five Hundred dollars (\$2,500.00) may be executed by the Chairman and by the County Manager.

Section No. 3

Purchases in excess of Two Thousand Five Hundred dollars (\$2,500.00).

- A. No Purchase Order shall be executed which obligates the County for expenditures of sums in excess of Two Thousand Five Hundred dollars (\$2,500.00) without the approval of the majority of the Board of Commissioners, except when the expenditure has been approved in the annual budget, i.e. vehicles, computer systems, medical equipment, etc.
- B. The Chairman or the County Manager may make emergency purchases without the approval of the majority of the Board of Commissioners when a threat to public health, welfare or safety

requiring immediate action exists (including Heavy Equipment Repairs). Emergency purchases shall be thoroughly documented as soon as practicable.

Section No. 4

Purchases less than Two Thousand Five Hundred dollars (\$2,500.00).

- A. Purchases in excess of five hundred dollars (\$500.00) but less than Two Thousand Five Hundred dollars (\$2,500.00) shall be made subject to three informal bids except motor fuels which may be obtained by telephone quote.
- B. Purchases in excess of ten dollars (\$10.00) but less than five hundred dollars (\$500.00) shall be made subject to obtaining proper documentation and department head approval as directed by the Chairman or County Manager.

Section No. 5
Policy

The Tattnall County Board of Commissioners will attempt to establish and maintain an "Unreserved Fund" balance in the general fund to pay expenditures caused by unforeseen emergencies from shortages caused by revenue declines and to eliminate any short term borrowing. The "Unreserved Fund" will be maintained at the amount that represents approximately three months of operational expenses.

The following procedures shall be followed by the Chairman, County Manager and all Department Heads when managing purchases.

- 1. Purchases \$10,000.00 or over shall require a formal (advertised) competitive sealed bid, excluding vehicles and computer systems that can have unadvertised sealed bids.
- 2. Purchases for \$2,500.00 to \$9,999.00 shall require informal (non-advertised) sealed bids, excluding vehicles and computer systems that can have open bids.
- 3. Purchases from \$1,000.00 to \$2,499.00 and vehicle and computer system purchases shall require written quotations from at least three prospective bidders. Quotations shall be maintained by the Department Head for 24 months.
- 4. Purchases from \$500.00 to \$1,000.00 shall require quotations (either in person, via telephone, fax or written) from at least three prospective bidders. Quotations shall be maintained by the Department Head for 24 months.

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- 5. Exceptions to 1 and 2 above and the purchase of vehicles and computer systems in 3 above shall be approved by the Board of Commissioners.
- 6. Exceptions to 3, excluding vehicles and computer systems, and 4 above shall be approved by the Chairman or County Manager.

Section No. 6
Local Bidder Preference

If all other relevant factors are met, the appropriate approving authority for purchases is authorized to negotiate with local bidders to reduce their bid to that of the lowest bidder, if their bid is within 3% of the lowest bid. Negotiations are limited to purchases up to \$25,000.00.

Section No. 7
Using State Contracts

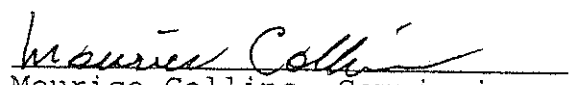
The government is authorized to use State Contracts in lieu of bids to vendors or buying locally when it is to the economic advantage of the government.

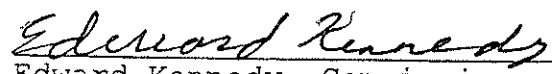
Section No. 8
Effective Date

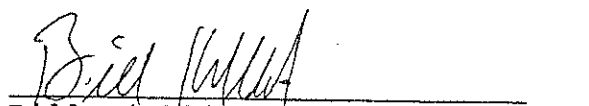
This ordinance shall take effect and be in force as of the date of adoption. This ordinance is hereby adopted this 2nd day of February 1998.

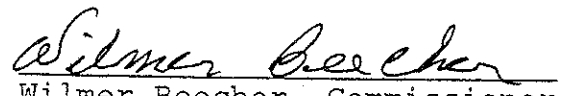
TATTNALL COUNTY BOARD OF COMMISSIONERS

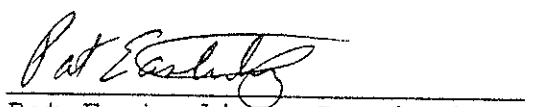

Jerry W. Burkhalter, Chairman


Mourice Collins, Commissioner


Edward Kennedy, Commissioner


Bill Kicklighter, Commissioner


Wilmer Beecher, Commissioner


Pat Easterling, Commissioner

ATTEST: Faye F. Hussey, Clerk

