

BRUNSWICK COUNTY

CONTRACT AND PURCHASING POLICY

I. FORMAL BID (N.C.G.S. 143-129)

- A. Contracts and purchases that require the use of formal bid procedures are those for:**
 - 1. Construction or repair work requiring the estimated expenditure of \$500,000 or more
 - 2. Purchase or lease-purchase of apparatus, supplies, materials or equipment requiring an estimated expenditure of \$90,000 or more
 - 3. Exceptions as included in G.S. 149-129
- B. Minimum number of bids required**
 - 1. Three competitive bids are required for construction and/or repairs only
 - 2. If three bids are not received, then re-advertise and the contract may be awarded with one bid
- C. All formal bids shall be procured through the Assistant County Manager's office and approved by the Board of Commissioners. In order to prepare formal bid packages for construction and/or repair as well as apparatus, supplies, materials and/or equipment, a written request and supporting information must be submitted at least thirty days prior to the advertisement of bids**

II. INFORMAL BID (N.C.G.S. 143-131)

- A. Contracts and purchase that require the use of informal bid procedures are as follows:**
 - 1. Construction and/or repair work requiring the estimated expenditure of any amount up to \$499,999
 - 2. Construction and/or repair work requiring the estimated expenditure of \$30,000 to \$499,999 shall require the approval of the Board of Commissioners in compliance with N.C.G.S. 143-131 (b).
 - 3. Apparatus, supplies, materials and/or equipment requiring the estimated expenditure of any amount up to \$89,999
- B. Minimum number of bids required**
 - 1. Three telephone/facsimile/email quotes are required and must be properly documented on the electronic requisition with a copy provided to the finance department for expenditures of \$5,000 or more. For expenditures of any amount up to \$4,999 three telephone/facsimile/email quotes are required and must be properly documented and maintained within the department's records. The department's records of quotes are subject to audit. Non-responsive submissions do not qualify as a quote.
 - 2. If three quotes cannot be obtained, a full explanation must be submitted to the Assistant County Manager's Office.

III. PURCHASE ORDERS

- A. All obligations of the County must be supported by an official purchase order with the following exceptions:**

1. Salaries and wages
 2. Fringe benefits
 3. Travel and registration expenditures
 4. Telephone and Utilities
 5. Postage
 6. Payments for appropriations to non-profit entities, public schools, community college
 7. Debt Service Payments
 8. Advertisements In local newspapers
 9. Services authorized by County Coroner
 10. Beneficiary payments to Social Services Recipients
 11. Social Services payments to medical transportation providers
 12. Animal Services payments for veterinary service providers
 13. Payments made to or on behalf of beneficiaries of the Public Housing Section 8 program
 14. County Credit Card Purchases
 15. Other as periodically determined by the Finance Officer/Assistant County Manager
 16. Small obligations of less than \$5,000 under the following conditions
 - a. Non reoccurring expenditures (i.e. dues, subscriptions, services)
 - b. An unencumbered balance is available for obligation
 - c. Shall be supported with properly executed original invoice
 - d. Any abuse/misuse as determined by the Finance Officer/Assistant County Manager of the small obligation procedure shall cause it to be discontinued for that respective department
- B. All recurring/blanket obligations must be supported by an official purchase order in accordance with all sections of this policy
1. The dollar amount of any single item under a blanket purchase order shall not exceed \$5,000
- C. Emergency purchase orders may be issued on a case by case basis in accordance with all sections of this policy

IV. ARCHITECTURAL/ENGINEERING/CONSULTANTS

- A. All architectural, engineering and consultant services shall be procured through the office of the Assistant County Manager in accordance with the terms of this policy and applicable general statutes.

V. CONTRACTS

- A. All contracts that obligate the County for funds must contain a preaudit certification, signed by the Finance Officer and supported by a purchase order. A contract may require action by the Board of County Commissioners, subsequently requiring the Chairman of the Board's signature along with the County Attorney's review and preaudit certification by the Finance Officer. Contracts must be delivered to the County Manager, Finance Officer and County Attorney for review. Before execution, all

contracts will be checked for compliance with the Local Government Budget and Fiscal Control Act.

- B. All contracts and purchases of \$5,000 more, except those requiring the approval of the Board of Commissioners in Section I and Section II. (2.) Require the approval of the Assistant County Manager.

VI. PURCHASE FROM BRUNSWICK COUNTY BUSINESSES

- A. Each department shall take appropriate steps to purchase from Brunswick County businesses, whenever possible, in accordance with all sections of this policy

VII. VIOLATION OF POLICY

- A. Any employee who knowingly violates the provisions of this policy shall be subject to disciplinary action in accordance with the Brunswick County Personnel Policy and may be held personally responsible for obligations incurred as set forth in N.C.G.S. 153-28

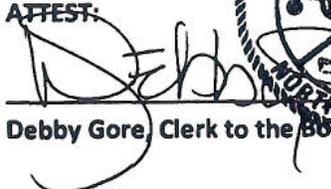
Adopted this 20th day of February, 2012.

BRUNSWICK COUNTY BOARD OF COMMISSIONERS



William M. Sue, Chairman

ATTEST:



Debby Gore, Clerk to the Board

