



## Agenda Item Summary

BCC Approved File ID 23-00574 bf

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**File #: 23-00574**

**Agenda Date: 9/26/2023**

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**Agenda Item Name:**

**Fiscal Year (FY) 2024 Annual Blanket Purchase Orders over \$50,000.00.**

**Presenter:**

Theodore White, Procurement Manager, 352.374.5202

**Description:**

FY 2024 Annual Blanket Purchase Orders over \$50,000.00 to continue County-wide operations. These blanket purchase orders are either exempt from procurement, or have been competitively solicited and awarded, per the Alachua County Procurement Code.

**Recommended Action:**

Approve the issuance of the FY 2024 of Annual Blanket Purchase Orders over \$50,000.00.

**Prior Board Motions:**

N/A

**Fiscal Note:**

Sufficient funds exist to cover the issuance of the Annual Blanket Purchase Orders. The amount budgeted, accounts and funds all vary.

**Strategic Guide:**

N/A

**Background:**

Annual Blanket Purchase Orders are issued each fiscal year. A blanket purchase order is a purchase order which is issued to an approved vendor for the fiscal year with a maximum dollar limit.

Each Department Director/Manager is responsible for monitoring their individual blanket purchase orders to ensure that purchases are made within the guidelines and dollar limits set forth.

These purchases are exempt from the County's competitive bidding requirements pursuant to Alachua County Procurement Code Section 22.3-302 subsections:

- (13) Procurement of supplies or services under contract with cooperatives, including cooperatives that the County participates in accordance with Article 10, Section 22.10-201 (Cooperative Purchasing Authorized) of the Procurement Code, providing the vendor extends the same terms and conditions of the Contract to the County;

(27) Single Source procurement in accordance with the Procurement Procedures Manual (see section 3.106).

(28) Sole Source procurements in accordance with the Procurement Procedures Manual (see section 3.106).

The County Manager or designee shall have the authority to approve and award bids/solicitations and to approve, execute and modify all purchase orders, contracts, contract amendments and contract renewals in the amount of \$50,000.00 or less. Since the dollar amount of these purchases will or are anticipated to exceed \$50,000, they are being submitted for the consideration and approval of the Board.

