



## Agenda Item Summary

BCC Approved File ID 24-00779 CM

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**File #: 24-00779**

**Agenda Date: 9/10/2024**

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**Agenda Item Name:**

**Fiscal Year (FY) 2025 Annual Purchase Orders over \$50,000.00.**

**Presenter:**

Theodore White, Procurement Manager, 352.374.5202

**Description:**

FY 2025 Annual Purchase Orders over \$50,000.00 to continue County-wide operations. These purchase orders request are either exempt from the competitive procurement process, or have been competitively solicited and awarded, per the Alachua County Procurement Code.

**Recommended Action:**

Approve the issuance of the FY 2025 of Annual Purchase Orders over \$50,000.00.

**Prior Board Motions:**

N/A

**Fiscal Note:**

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

**Strategic Guide:**

All Other Mandatory and Discretionary Services

**Background:**

Annual 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.

Some of the selection of vendors listed on the attached report are exempt from the County's competitive bidding requirements pursuant to Alachua County Procurement Code Section 22.3-301 subsections:

(3) Advertisements to include but not limited to, radio, newspapers, magazines, professional organizations, trade shows, television, websites, and any other related media.

(7) Cellular telephone services in accordance with the county's cellular telephone policies and procedures.

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

(8) Medical Services.

(13) Insurance.

(12) Procurement of supplies or services under contract with federal, state, or municipal governments or any other governmental agency or political subdivision provided the vendor extends the same terms and conditions of the contract to the County.

(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.