



Agenda Item Summary

File #: 25-00720

Agenda Date: 9/9/2025

Agenda Item Name:

Fiscal Year (FY) 2026 Annual Purchase Orders over \$50,000.00.

Presenter:

Theodore White, Procurement Manager, 352.374.5202

Description:

FY 2026 Annual Purchase Orders over \$50,000.00 to continue County-wide operations. These purchase order requests 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 2026 of Annual Purchase Orders over \$50,000.00 that are listed in Attachment 1.

Prior Board Motions:

N/A

Fiscal Note:

Sufficient funds exist to cover the issuance of the Annual Purchase Orders in various funds and accounts.

Strategic Guide:

All Other Mandatory and Discretionary Services

Background:

Annual Purchase Orders are issued each fiscal year for as-needed goods and services. 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.

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

(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.

(22) Software packages for computers approved by the County's Information and Telecommunications Services Department.

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

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

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 approval of the Board.