



## Agenda Item Summary

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**File #: 25-00721**

**Agenda Date: 9/23/2025**

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**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 as per the FY26 PO Report attached to this agenda item.

**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 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.

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

(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.