



Staff Report

File #: 17-2189A, Version: 1

Agenda Date: 2/27/2018

Subject:

Authority to advertise a public hearing on proposed modifications to the Pinellas County Code related to purchasing.

Recommended Action:

Recommend the Board of County Commissioners (Board) authorize the Clerk of Court to Advertise the attached proposed modifications to the Pinellas County Code related to purchasing.

Strategic Plan:

Deliver First Class Services to the Public and Our Customers

5.2 Be responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of county services and support

5.4 Strive to exceed customer expectations

Summary:

The Pinellas County Purchasing Code (Code) was in need of a global review for the purpose of updating definitions and language, eliminating repetitive language and providing greater ease of use by logically placing related information together. The modifications provide greater intuitiveness and improved understanding of Board Purchasing Policy while maintaining all protections and auditing processes contained in the current Code.

In regards to content, the following proposed improvements to Code are material:

1) Section 2-184 - Purchases of Maintenance, Repair and Operating Supplies and Services

This Code section was revised to provide greater control and clarity pertaining to delegated authority by the County Administrator. As currently expressed, the Code provides delegated authority to the County Administrator to increase master purchase order type contracts in any amount.

The revised language now provides a cap and greater specificity to County Administrator delegated approval authority. This section of Code will now base delegated authority to increase contracts that pertain only to the purchase of maintenance, repair and operating supplies more commonly referred to as "MRO". MRO items are basic operating supplies and related services such as: hardware, tools, chemicals, paints, paper products, office products and other consumables required for routine day to day operations. MRO purchases specifically exclude CIP projects, consulting services or any other type of contract.

Increases to CIP projects, consulting service contracts and all other purchasing contracts are governed by Code Section 2-62, providing delegating authority up to \$250,000 or ten percent (10%) of award, whichever is less.

Providing the County Administrator delegated authority to increase MRO contracts in an amount not

to exceed fifty percent (50%) of an initial Board award assures non-interruption of essential services to internal and external customers. All increases exceeding \$100,000 will be placed on a quarterly receipt and file report to the Board. Any increase exceeding 50% of Board award will require approval by the Board or re-solicitation of the contract.

2) Section 2-185 - Federal/State Bid or Negotiated Contracts and Required Purchases

This Code section was modified to add County Administrator delegated authority to award purchases from Federal (General Service Administration/GSA) competitively awarded contracts in any amount. The Code currently provides delegated authority to the County Administrator to award purchases from State of Florida contracts in any amount. The County consistently purchases routine operating goods and services from GSA contracts and this revision to code will provide greater efficiency in the delivery of goods and services. As with State of Florida purchases, all GSA purchases exceeding \$250,000 will be placed on a quarterly receipt and file report.

A public hearing is required as due process prior to any modifications to the Code.

Background Information:

The current format of the Code has been in place for many years. Over time, there have been several modifications, deletions and additions to the Code causing confusion to those who attempt to utilize the code due to the use of repetitive language and the inconsistency of where to locate specific items. Throughout the Code, sections have been re-located and combined with like sections for ease of use and uniformity resulting in a more intuitive document.

Fiscal Impact:

N/A

Staff Member Responsible:

Joe Lauro, Director, Purchasing
Brijesh Patel, Assistant County Attorney
Miles Belknap, Assistant County Attorney

Partners:

N/A

Attachments:

Redline document revisions to Code
Changes accepted revisions to Code