



# Pinellas County

## Staff Report

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File #: 17-535A, Version: 1

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### **Subject:**

Receipt and file report of purchasing items delegated to the County Administrator for the quarter ending March 31, 2017.

### **Recommended Action:**

Receive and file the attached list of County Administrator approvals of competitive sealed bidding, Florida State contracts, master purchase agreement increase, emergency purchases and contract extensions as per County Codes 2-62, 2-164, 2-176, 2-180, 2-181, 2-184 and 2-185.

### **Strategic Plan:**

Deliver First Class Services to the Public and Our Customers  
5.3 Ensure effective and efficient delivery of county services and support

### **Summary:**

The Board of County Commissioners (Board) has delegated authority to the County Administrator to approve purchases and other purchasing related processes with the requirement that all approvals be submitted for receipt and file on a quarterly basis.

### **Background Information:**

The County Administrator has delegated authority to award contracts up to \$250,000.00. For purchases initiated from Florida State bid or negotiated contracts, the County Administrator is delegated to approve in any amount. The County Administrator has delegated authority to increase master/contract purchase orders previously approved by the Board subject to the same unit pricing, terms and conditions; the County Administrator has delegated authority to extend Board approved contracts above the threshold of \$250,000.00 pending all prices, terms and conditions remain the same.

The County Administrator has delegated authority to approve change orders and release retainage and close out construction type contracts when the change order does not exceed \$250,000.00 or ten percent (10%) of the total award, whichever is less. And lastly, the County Administrator has delegated authority to approve emergency purchases up to \$250,000.00. Emergency purchases in excess of \$250,000.00 are approved by the County Administrator and entered into the minutes of the Board of County Commissioners via the receipt and file report.

### **Fiscal Impact:**

See attached.

### **Staff Member Responsible:**

Mark S. Woodard, County Administrator  
Joe Lauro, Director, Purchasing

### **Partners:**

N/A

**Attachments:**

Purchasing items approved by the County Administrator - quarter ending March 31, 2017.