



# Pinellas County

## Staff Report

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File #: 16-1101A, Version: 1

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### **Subject:**

Receipt and file report of purchasing items delegated to the County Administrator for the quarter ending June 30, 2016.

### **Recommended Action:**

Receive and file the attached list of County Administrator approvals of competitive sealed bidding, Florida State contracts, master purchase agreement increase and contract extensions as per County Codes 2-62, 2-164, 2-176, 2-180, 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. And lastly, the County Administrator has delegated authority to approve the 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.

### **Fiscal Impact:**

See attached.

### **Staff Member Responsible:**

Mark S. Woodard, County Administrator

Joe Lauro, Director, Purchasing

### **Partners:**

N/A

### **Attachments:**

Purchasing items approved by County Administrator - quarter ending June 30, 2016.