



# Pinellas County

## Staff Report

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File #: 18-1398A, Version: 1

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### **Subject:**

Proposed modifications to the Pinellas County Code related to purchasing.

### **Recommended Action:**

Approval of the proposed modifications to the Pinellas County Code (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 proposed revisions to the Code stem from a global review for "housekeeping" purposes to update definitions and language, eliminate repetitive language and provide greater ease of use by collocating related information. The modifications provide greater intuitiveness and improved understanding of Board Purchasing Policy while maintaining and improving protections and auditing processes contained in the current Code.

### **Background Information:**

On August 8, 2018, a public hearing was held for the purpose of Board of County Commissioner (Board) consideration to approve the proposed modifications to Code. At the public hearing, the Board requested the Clerk of Court/Comptroller and Division of Inspector General to review the proposed modifications and for staff to return at a later date for Board consideration.

Upon review by both the Division of Clerk of Court/Comptroller and Inspector General, both divisions agree with the modification related to MRO contracts expressing that it strengthens controls by specifying the County Administrator's authority to approve increases to MRO contracts. In addition, both entities agree that the modifications simplify language. Attached are other recommendations, not necessarily Code related, made by the Division of Inspector General and Clerk of Court/Comptroller, followed by staff's response. These responses were discussed with the Clerk's and County Attorney's staff and modifications were made as appropriate.

Most of the proposed revisions are administrative in nature. In regards to content, the following proposed revision is material:

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

Revision of this Code section is proposed 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 provide for delegated authority to increase contracts, in an amount not to exceed fifty percent (50%) of an initial Board award, 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 Capital Improvement Program (CIP) projects, consulting services and non-MRO contracts.

Increases to CIP projects, consulting service contracts and all other purchasing contracts are governed by Code Section 2-62, providing delegated 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 fifty percent (50%) of initial Board award will require either Board approval or re-solicitation of the contract.

2) Language added to Code Section 2-180 pertaining to non-competitive purchases reflecting statutory authorized tourism promotion services and/or activities.

This modification provides for non-competitive purchases related to the promotion of tourism such as the hosting or attendance of events that do not constitute competitive services, but rather unique occurrences.

**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:**

Black Line Ordinance  
Red Line Ordinance  
Staff Report from May 8, 2018 requesting advertisement  
Memo to County Administrator re: Inspector General and CCC recommendations