



Pinellas County

Staff Report

File #: 17-2189A, **Version:** 1

Subject:

Authority to advertise a public hearing regarding 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:

This is a request to advertise a public hearing on August 7, 2018 for proposed revisions to the Pinellas County Purchasing Code (Code). The proposed revisions stem from a global review for the purpose of updating definitions and language, eliminating repetitive language, and providing greater ease of use by collocating related information. The modifications provide greater intuitiveness and improved understanding of Board Purchasing Policy, while maintaining all protections and auditing processes contained in the current Code.

Background Information:

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

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

Revision of this section proposes 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 provides a cap and greater specificity to County Administrator delegated approval authority. Specifically, the revision provides for delegated authority to increase contracts, in an amount not to exceed fifty percent (50%) of an initial Board award, pertaining 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.

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 initial Board award will require Board approval or re-solicitation of the contract.

There are no revisions proposed for Capital Improvement Program (CIP) projects, consulting service contracts, and the balance of other purchasing contracts, which are governed by Code Section 2-62, providing delegating authority up to \$250,000 or ten percent (10%) of award, whichever is less.

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