

**Purchasing Policy**  
POLK COUNTY  
DEPARTMENT OF GENERAL SERVICES

Effective date March 2011

**PURCHASING POLICY**  
**of**  
**POLK COUNTY, IOWA**

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# GENERAL SERVICES

## Central Services Purchasing Division

### PURCHASING POLICY

#### **A. Purpose**

1. General Services shall have responsibility for purchasing, acquiring, leasing and renting goods and services for the County and for the sale, disposition of county surplus goods or services.
2. Central Services-Purchasing Division is responsible for recommending and administering purchasing policies, programs, and procedures for the acquisition of materials, equipment, supplies, services and construction projects for Polk County.
3. The Purchasing Division is a centralized procurement division. All requests for prices or services and all purchases shall be made through Central Services-Purchasing Division. This authority may be delegated to others, if certain criteria exist, in accordance with the Polk County Purchasing Policy.
4. Central Services-Purchasing Division has the authority to investigate the quality, quantity, and type of material purchased in order to best serve the interests of Polk County and the taxpaying citizens of Polk County Iowa.
5. This Policy applies to all offices, departments and agencies of Polk County; Board of Supervisors, Auditor, County Attorney, Recorder, Sheriff, Treasurer, Human Resources, Community, Family & Youth Services, General Services, Health Department, Information Technology, Public Works, Risk Management, Department of Human Services-Polk County, Veterans Affairs, Medical Examiner, Emergency Management and other departments created by the Board of Supervisors.

#### **B. Conflict of Interest**

1. The Purchasing Division shall not knowingly issue a purchase order where there is evidence of a conflict of interest. Acceptance of gifts, other than advertising novelties, is prohibited according to Iowa Code.
2. No County employee or immediate family member shall receive a benefit or profit from any purchase or contract made in conjunction with their job as a County employee.
3. Employees of the County shall not procure or assist in procuring any materials, supplies or equipment for the personal use of any employee, or official of the County.
4. Employees by virtue of position are not entitled to any special consideration from vendors and contractors in their personal affairs nor are they to attempt to procure material for the personal use for any other person.

#### **C. Central Stores**

1. The Central Services Division shall maintain an inventory of generally required supply items necessary for the day to day operation of the work place. A Central Stores Catalog shall be made available for all county units to use in ordering their supplies.
2. Departments are to use the Central Stores Supply Requisition spread sheet to order supplies.

## **D. Outside Purchases**

### **1. Requisition**

A requisition for all supplies or services shall be used to order items not available through Central Stores. The Requisition should be completed and forwarded to the Purchasing Division through the ERP System.

### **2. Emergency Purchases**

- a. An emergency may be deemed to exist when one or more of the following occur:
  - 1) A breakdown in machinery and/or a threatened termination of essential services or a dangerous condition develops.
  - 2) Any unforeseen circumstances arise causing curtailment of an essential service or where lack of immediate action would result in danger to public health or safety.
- b. If the emergency situation arises during working hours, the Elected Official/Department Head or designee must contact the Central Services Manager or designee to obtain the name of the appropriate vendor and Purchase Order number.
- c. If the emergency situation arises outside of normal business hours, the Department Head or designee may purchase the required goods or services directly, and notify the Central Services Manager upon the next business day.

### **3. Blanket Purchase Orders**

- a. The Blanket Purchase Order is used for multiple purchases from a single vendor over a period of time, i.e. (month, year or length of project). The use of the Blanket Purchase Order must be approved by the Central Services Manager.
- b. The General Services Department/Purchasing is responsible for monitoring the use of Blanket Purchase Orders to identify commodity categories that are being purchased to insure compliance with the original requested use. Misuse may cause the Blanket Purchase Order to be cancelled.
- c. Criteria for approval of the blanket purchase order method are as follows:
  - 1) the category of material must be repetitively required,
  - 2) items must be needed for immediate use,
  - 3) use of the procedure will not adversely affect use of other purchasing techniques that might produce greater discounts.

### **4. Capital Reserve Purchases**

- a. Capital items will be purchased by General Services according to the Board of Supervisors approved budget when authorized by the County Administrator.

### **5. Competitive Sealed Bids**

- a. Competitive Sealed Bidding is the preferred method for acquiring equipment, supplies, services and construction for public use.
  1. Conditions for Use:

Contracts (and/or Purchase Orders) shall be awarded by competitive sealed bidding except as otherwise provided in Section D.2, Emergency Purchase Procedures.

2. Invitation for Bids:

An Invitation for Bids shall be issued and shall include a purchase description and all contractual terms and conditions applicable to the purchase.

**6. Request for Proposals**

- a. When the Central Services Manager determines that the use of competitive sealed bidding is either not practicable or not advantageous to Polk County and receives concurrence from the Director of General Services, the purchase of specified equipment, supplies, services or construction may be handled through the use of a Request for Proposals (RFP).

**E. Professional and Consultant Services**

1. These services are defined as any type of professional service which may be legally performed pursuant to a certificate or license and any other type of similar contractual service (including consultants) required by Polk County but not furnished by its own employees, which is in its nature so unique that it should be obtained by negotiation on the basis of demonstrated competence and qualification for the type of professional service required and at fair and reasonable compensation rather than by competitive sealed bidding.
2. A Request for Qualifications (RFQ) shall be prepared for each occurrence. Individuals with known qualifications may be sent a copy of the RFQ or notified in some other manner.
3. A Public Notice in the newspaper is not required but may be done, if it is considered to be of special interest to vendors or the public.

**F. Iowa Preference**

1. By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa.
2. At the discretion of the Board of Supervisors, preference may be given to Polk County vendors who produce goods or maintain an office in Polk County.
3. Further, it shall be policy to actively solicit and seek out local vendors of goods and services and to encourage local vendors to stock and supply Iowa-made products.

**G. Sole Source Purchase**

1. A purchase may be awarded without competition when the Central Services Manager determines after a good faith review of available sources that there is only one source for the required goods or services.

**H. Federal, State and Cooperative Programs**

1. Cooperative procurement agreements, which have met the sealed bid requirements, as outlined in the Purchasing Policy, in which Polk County is eligible to participate, shall be considered to have met all bid documentation requirements.
2. State of Iowa bid contracts qualify for this bid documentation exemption; any other cooperative procurement agreement must be documented in writing and approved by the Director of General Services prior to any purchase being made through the agreement. The approval authority for all normal purchases remains in effect.

## **I. of County Property**

1. General Services is responsible for disposing of surplus County equipment, tools and vehicles.
2. Surplus items approved by the Board of Supervisors shall be disposed of in any or all of the following methods:
  - a. Physical Auction
  - b. Internet or Virtual Auction
  - c. Letter Auction
  - d. Donation

## **J. Procedures Manual**

1. General Services shall make available to each using department/agency, a procedural manual outlining how the policy of Polk County will be implemented.
2. General Services will make available training to departments/agencies on following the purchasing policies contained in the procedural manual.
3. Upon recommendation of the Director of General Services, any changes to the purchasing procedures to the Manual will be submitted to the County Administrator for approval.

Contact: General Services

515-286-3215

Adopted: 1/6/87 :

Revised: 3/8/11