ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warndahl			
Nelson (Chairperson)			
LaBlanc			
Masters			
Prichard			
O'Connell			
Middleton			
Luke (2nd Vice Chair)			
Duncanson			
Arcand			
Bonneprise (Vice Chair)			
Demulling			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve — Adopted [X]

1st Masters — Defeated [ ]

2nd LaBlanc

Yes: 14 No: 0 Exc: 0

Reviewed by: Malia T. Malone, Corp. Counsel

Reviewed by: V. Mitchell, Administrator

Reviewed by: [signature], Finance

FISCAL & LEGAL IMPACT:
This resolution does not create any fiscal impact to the County. It is merely an amendment to the existing purchasing policies.

This resolution has no legal impact other than modifying County policies.

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 16th day of June, 2020, by the Polk County Board of Supervisors.

Lisa Ross
County Clerk, Polk County

Resolution No. 19-20

Resolution to Increase Purchasing Levels in
Financial Policy Section of General Code

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS,; Polk County Board of Supervisors adopted the Financial Section of General Code on March 15, 2016 which included the 5.1 Budget Preparation and Execution Subsection and 5.2 Purchasing Subsection

WHEREAS,; each subsection of the General Code adopted defines the administration and requirements for budget and purchasing for Polk County Divisions.

WHEREAS,; the adoption of this policy serves as the guidance for procurement in all Polk County Divisions and Departments and this guidance assures that a uniform competitive process has been implemented and used for all goods and services purchased with Polk County funds.

WHEREAS,; these guidelines were developed in 2016 to mirror the anticipated Uniform Guidance Rules proposed by the Federal Government for federal grant spending. The Office of Federal Financial Management issued a memorandum in June, 2018 changing the micro-purchasing guideline from $3,500 to $10,000.

WHEREAS,; the purchasing levels in this Financial Code subchapter 5.2: Purchasing, Section 4: Standard procurement procedure, subsections are as follows:

4.05 Orders less than $3,000 – standard purchasing,
4.06 Orders greater than or equal to $3,000 and less than $7,500 - informal bids
4.07 Orders greater than $7,500 and less than $15,000 – formal bids
4.08 Orders greater than or equal to $15,000 RFP

THEREFORE,; the Department of Administration recommends these purchasing levels and subsequent requirements for bidding be adjusted to:

4.05 Orders less than $10,000 - standard purchasing
4.06 Orders greater than or equal to $10,000 and less than $25,000 – informal bids
4.07 Orders greater than $25,000 and less than $50,000 – formal bids
4.08 Orders greater than or equal to $50,000 – RFP

THEREFORE,; likewise section 2: considerations in purchasing. 2.03 Contracting authority: contracts over $50,000 would now be approved by the County Administrator.

BE IT FURTHER RESOLVED,; the Financial Sections of General Code approved March 15, 2016 will be adjusted to reflect only the dollar level in purchase in subchapter 5.2: Purchasing, Section 4 : Standard procurement procedure, subsections 4.05 - 4.08.

SUBMITTED BY: _____

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