



HARRIS COUNTY

**PROCUREMENT POLICIES
AND PROCEDURES**

Adopted by Board of Commissioners on February 2, 2021

Effective March 1, 2021

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1.0 General

1.01 Basis and Purpose

The basis and purpose of these procurement policies and procedures are intended to provide guidance to county employees who purchase goods and services for the Harris County government and to satisfy the following requirements:

- Establish a concept of a centralized procurement authority to maintain an effective and economical method of planning for and acquiring goods and services for all county departments, constitutional offices, and agencies that expend taxpayer funds.
- Purchase vehicles, equipment, materials, supplies, and services at competitive prices, with high quality, and standardization where appropriate from reliable vendors.
- Formalize, simplify, clarify, and improve the procurement and contracting process.
- Encourage effective, fair, and impartial competition to the maximum extent possible among vendors and ensure the county's procurement process is carried out in a professional, ethical, and prudent manner.
- Assure the county's procurement system is of high quality, obtains the best value, has integrity, and is consistent with appropriate state laws.

1.02 Applicability

These procurement policies and procedures shall apply to every county department, constitutional office, and agency that expend taxpayer funds or expend funds from the approved annual budget that are subject to audit.

1.03 Procurement Authority

The county will maintain a centralized procurement system where all county purchases using taxpayer funds will be coordinated with and tracked by the Administration Department for effective and efficient accounting. The County Manager will have the ultimate responsibility for these Board approved purchasing policies and procedures and delegates the day-to-day administration and interpretation of the policies and procedures to the county's Chief Financial Officer who will serve as Purchasing Director. The Purchasing Director will delegate to employees within the Administration Department and to other departments and agencies the authority to purchase goods and services and train them on the county's electronic financial and purchasing systems.

1.04 Budget Authority

No procurement of any goods or services using taxpayer funds shall occur unless a budget appropriation is available in the current year's approved budget. Each department head, constitutional officers, or their designee has the responsibility for reviewing their approved budget to ensure funds are available prior to starting the procurement process. Department heads, constitutional officers, or their designee have the ability to move funds from one line-item to another within their approved budget with the approval of the Chief Financial Officer but cannot exceed the approved departmental budget total. Exceptions may be made for emergency purchases. If an additional budget appropriation is needed that exceeds the approved departmental budget total, a budget amendment may be requested of the Board of Commissioners in a public meeting.

2.0 Procurement Thresholds, Exemptions, and Work on County Property

Generally, all procurement of goods and services using taxpayer funds shall be subject to the following thresholds. Various exemptions apply including but not limited to public work construction projects, road construction contracts, and recurring purchases.

Any work performed on county property, vendors shall prior to starting work provide a certificate of general liability insurance naming the county as an additional insured in the amount of \$1,000,000 per occurrence, proof of workers compensation insurance if the vendor is required by state law to have this insurance, federal E-Verify affidavit proving that the vendor participates in the federal work authorization program as required by [O.C.G.A. 13-10-91](#), and a valid business license.

Any one item, one P.O., or one project under \$5,000 – electronic purchase order through the county’s financial system. However, the best possible prices shall be sought.

Any one item, one P.O., or one project \$5,000 to \$25,000 – at least three oral quotes from vendors are required and documented on the electronic purchase order form. A “no bid” from a vendor is an acceptable quote. The lowest and most responsive quote will receive the award. Any resulting contract or agreement shall be executed by the Purchasing Director and shall include a copy to the Administration Department.

Any one item, one P.O., or one project \$25,000 to \$50,000 – at least three written quotes from vendors are required and attached to the electronic purchase order form. A “no bid” from a vendor is an acceptable quote. To receive comparable quotes, a written bid form distributed to each vendor is preferable. The lowest and most responsive quote will receive the award. Any resulting contract or agreement shall be executed by the Purchasing Director and shall include a copy to the Administration Department.

Any one item, one P.O., or one project \$50,000 or over – formal documents in the form of either an Invitation to Bid (ITB), Request for Proposal (RFP), or Request for Qualifications (RFQ) are required to be prepared by the requesting department using the appropriate templates, advertised by the Administration Department, and awarded by the Board of Commissioners. Generally, ITBs, RFPs, and RFQs shall be advertised once a week for two weeks in the county’s legal organ, posted to the county’s website, Georgia Local Government Access (GLGA) website, and the Georgia Procurement Registry. Public Works construction projects and road construction contracts have their own advertising requirements. Any resulting contract or agreement shall be reviewed by the county attorney, as necessary, prior to award.

3.0 Purchasing Methods

Below are the various ways to purchase goods and services. The resulting purchases shall have an electronic purchase order (P.O.) prior to purchase.

3.01 Invitation to Bid (ITB)

ITBs are to be used when goods or services are standard, routine, and common, their quantities can be specified exactly such as a vehicle, piece of equipment, or a particular service and price is the most important result. Submitted bids may be rejected after opening but prior to award by the Purchasing Director due to incomplete bids, bids that do not conform to the bid requirements, or when the bidder has unfavorable references. The bid shall be awarded to the lowest, responsive, and responsible bidder whose bid meets the requirements as established in the ITB document and is determined to be in the best

interest of the county. Negotiations are not allowed with sealed bids. Departments will use the county's ITB template to prepare their bid and coordinate its advertising and distribution with the County Clerk.

3.02 Request for Proposals (RFP)

RFPs are to be used when goods or services are technical, non-standard, their quantities can be specified, but the goods or services can be provided in different ways, and need pricing and additional information to make the final purchasing decision such as company information, approach to the project, resumes of key personnel, and references. The proposal shall be awarded to the lowest, responsive, and responsible proposer whose proposal meets the requirements as established in the RFP document and is determined to be in the best interest of the county. RFPs are considered negotiated procurements and following submission, review, and discussion with the proposer, submitted proposals, scope, and pricing can be changed to suit the county's specific needs. Departments will use the county's RFP template to prepare their proposal and coordinate its advertising and distribution with the County Clerk.

3.03 Request for Qualifications (RFQ)

RFQs are to be used when purchasing professional services that are highly technical, involves particular knowledge, skills, and education, and the county desires a competitive approach based primarily on qualifications without pricing information. Examples include services from architects, attorneys, engineers, auditors, and other professional vendors. The purchasing decision is initially based on a vendor's professional qualifications, experience, and references and then a price is negotiated with the best qualified vendor and a particular scope of work. Departments will use the county's RFQ template to prepare their qualification-based proposal and coordinate its advertising and distribution with the County Clerk. Professional companies that have already been vetted and have provided services in the past can continue to provide services without a new RFQ process.

3.04 Recurring Purchases

Purchase of goods and services used regularly such as utility services, waste services, security monitoring, maintenance agreements, advertising, and the like shall be exempt from these policies and procedures and purchased from established and reliable vendors at the best possible prices. Any resulting contract or agreement shall be executed by the Purchasing Director and shall include a copy to the Administration Department.

3.05 Sole Source Items

If an item cannot be obtained from any other vendor, or if an item must be compatible to existing equipment (i.e. standardization), or the use of original equipment manufacturer (OEM) parts is required, the item may be considered sole source. The sole source vendor shall provide written documentation of such to be attached to the electronic purchase order. Sole source designations shall not be used as an attempt to purchase favored goods and services from favored vendors. The Purchasing Director will make the final decision on sole source items.

3.06 Emergency Purchases

When emergency conditions exist from such sources as tornadoes, hurricanes, floods, other natural disasters, epidemics, riots, equipment failure, or other such reasons which create a threat to public health, safety, and welfare and normal procurement methods are not feasible, department heads, constitutional officers, or their designees are authorized to purchase or rent needed goods and services without regard

to these purchasing policies up to \$50,000. In the event items are purchased due to emergency conditions, an explanation of the emergency shall be attached to the electronic purchase order.

3.07 Purchases from Georgia State Contracts

[O.C.G.A. 50-5-100](#) authorizes local governments to purchase from state contracts. Pricing from a current and valid state contract and documentation of a state contract number from the Georgia Department of Administrative Services shall be deemed to have met all procurement advertising and approval requirements. A valid state contract number shall be documented on the electronic purchase order form. See state law for additional details.

3.08 Purchases from Georgia Correctional Industries

[O.C.G.A. 50-5-73](#) establishes the requirements that political subdivision of the state purchase goods, wares, and merchandise produced wholly or in part by the Georgia Correctional Industries (GCI) when they have been certified by the Georgia Department of Corrections' Commissioner to be available. Pricing from the Georgia Correctional Industries shall be deemed to have met all procurement advertising and approval requirements. A valid state GCI contract number shall be documented on the electronic purchase order form. See state law for additional details.

3.09 Purchases from the Georgia Interlocal Cooperation Act (GICA)

[O.C.G.A. 36-69A-1](#) authorizes local governments in Georgia to cooperate with localities and public agencies in other states to acquire goods and services. Examples include Sourcewell, National Cooperative Purchasing Alliance, and other cooperative purchasing programs. A valid GICA contract number shall be documented on the electronic purchase order form. See state law for additional details.

3.10 Purchases Using Awarded Federal or State Grant Funds

When procurement involves awarded federal or state grants, the county will follow all mandatory requirements of those grants as stipulated in the language of the actual grant award. Nothing in these policies and procedures shall prevent the county from complying with the terms and conditions of any grant, gift, donation, bequest, or cooperative agreement. Absent any specific grant award language, these procurement policies and procedures shall prevail.

3.11 Public Works Construction Projects

[O.C.G.A. 36-91-2 to 36-91-91](#) establishes the requirements that all counties must follow when hiring private contractors to perform public works construction projects other than road projects that cost in excess of \$100,000. Public works construction means the building, altering, repairing, improving, or demolishing any public structure or building or other public improvements of any kind to any real property other than those projects in Chapter 4, Title 32 or Chapter 37, Title 50 and excludes routine operations, repairs, or maintenance of existing structures, buildings, or real property. This state law generally requires that all construction contracts shall be in writing and available for public inspection, projects must be publicly advertised in the county offices and on the Georgia Procurement Registry as required by [O.C.G.A. 36-80-27](#) at least four weeks prior to ITB, RFP, or RFQ opening, the advertisement shall include details and specifications as will enable the public to know the extent and character of the work to be done, notices of any prequalification requirements, notices of any pre-bid conferences, indication that projects can use any construction delivery method, project will be awarded on the basis of competitive sealed bids or proposals to the lowest responsible and responsive bidder that meets the requirements listed in the bid

or proposal, the price and scope may be negotiated with the awarded bidder, when addendums can be issued, requirement that the selected bidder provide a written oath stating that they have not restricted competitive bidding, exemptions for the use of inmate labor, when federal funds are involved that have different requirements, during emergencies, and self-performance of projects, provision of liquidated damages, how errors are addressed, requirements of performance bonds and payment bonds in the amount of 100% of the bid amount or increased amounts for each bond, requirements of a bid security in the amount of at least five percent of the bid amount, and consequences of not requiring a payment bond. See state law for additional details.

3.12 Road Construction Contracts

[O.C.G.A. 32-4-63 to 32-4-73](#) establishes the requirements that all counties must follow when hiring private contractors to perform road and bridge projects that cost in excess of \$200,000. This state law generally requires that all road construction contracts shall be let by public bid, be advertised in the local newspaper for at least two weeks prior to bid opening, the advertisement shall include a sufficient description to enable the public to know the extent and character of the work to be done, time allowed for performance, terms and times of payment, conditions and costs and how the detailed plans and specification can be obtained, amount and form of proposal guaranty to ensure the selected bidder will execute the contract and if not the county can retain the bid guaranty as liquidated damages, time and place of submission and opening of the bids, right of county to reject any or all bids, requirement that the county can charge a fee for contract documents, when the proposal guaranty will be returned to the bidders, the contract shall be awarded to the lowest reliable bidder, requirement of a performance bond to ensure performance of the project, requirement of a payment bond to ensure all subcontractor are paid, addition of a condition to the performance bond regarding bridges that bridges shall be kept in good condition for not less than seven years, consequences of not requiring a payment bond or not adding the seven year bridge language, and a requirement that the selected bidder provide a written oath stating that they have not restricted competitive bidding. See state law for additional details.

4.0 Construction Projects Involving Georgia Environmental Protection Division

Construction projects involving Notices of Intent (NOI) and Notices of Termination (NOT) as required by the Georgia Environmental Protection Division (EPD) shall be given additional attention and all EPD required information shall be uploaded to the state's GEOS system by either the county or the county's consultant to remain in state permitting compliance.

5.0 Purchasing Related Bonds and Authorizations

5.01 Bid Security / Bid Bond

A bid security shall be required for all ITBs and RFPs over \$100,000 or where otherwise required in the amount of five percent of the total bid amount and submitted at the time the bid is submitted to ensure the awarded bidder will execute the contract and proceed with the project. The bid security can be in the form of cash, cashier's check, certified check, or money order made payable to the county, irrevocable letter of credit issued by a bank, or bid bond issued by a company licensed to issue bonds in the state of Georgia. The bid security will be returned to all bidders once the project is under contract with the awarded bidder. The Purchasing Director may require bid security on projects less than \$100,000. If the awarded bidder does not execute a contract or proceed with the project within ten business days after receiving a notice to proceed, the bid bond will be used as liquidated damages, redeemed, and the proceeds used to obtain another bidder or to rebid the project.

If the awarded bidder fails to execute a contract or proceed with the project within ten business days after receiving a notice to proceed, the Purchasing Director shall have the authority and option to award the bid to the second most responsive and responsible bidder without rebidding or having to go back to the Board of Commissioners. If the second awarded bidder cannot or will not fulfill the conditions of the award, the product or service will be rebid.

5.02 Payment Bonds and Performance Bonds

Payment bonds and performance bonds shall be required for all ITB and RFPs over \$100,000 or where otherwise required in the amount of 100% of the total bid amount for each bond and submitted by the awarded bidder when the executed contract is submitted. The payment bond ensures all subcontractors and suppliers have been paid in full. If the awarded bidder fails to pay any subcontractor or supplier, the subcontractor and supplier can seek recovery from the payment bond. The performance bond ensures the project is completed. If the awarded bidder fails to complete the project according to the contract terms, the county may call the bond and use those proceeds to complete the project. These bonds shall be issued by a company licensed to issue bonds in the state of Georgia. The Purchasing Director may require these bonds on projects less than \$100,000.

5.03 Federal Work Authorization (E-Verify) Program

[O.C.G.A. 13-10-91](#) mandates that the county and any contractor or subcontractor hired to perform services for the county shall participate in the federal work authorization program and provide affidavits, drivers' licenses, or identification cards to verify employment eligibility of all newly hired employees. See state law for additional details.

6.0 Bid Informalities, Irregularities, and Mistakes

6.01 Minor Informalities and Irregularities in ITB, RFP, and RFQ Submittals

Minor informalities or irregularities in ITB, RFP, or RFQ submittals are merely a matter of form and not of substance and pertains to some immaterial defect from an exact bid or proposal requirement that can be corrected or waived without being prejudicial to other bidders. Examples include the bidder fails to submit the required number of copies of the bid, proposal, or qualifications stated in the ITB, RFP, or RFQ document, bidder fails to sign the bid form when the bid is accompanied by other evidence that indicates the bidder's intention of proceeding with the bid or proposal such as bonds, or when the bidder fails to acknowledge an amendment. If the Purchasing Director determines that the submitted ITB, RFP, or RFQ contains these types of issues, the Purchasing Director shall give the bidder an opportunity to cure any deficiency or waive the deficiency. However, in no event shall the bidder be allowed to change the bid amount.

6.02 Mistakes in Bids or RFPs

If mistakes are discovered in a submitted ITB or RFP prior to bid opening, the bidder may be allowed an opportunity to correct or withdraw the bid in very limited circumstances. Any corrections must be performed in a transparent manner that does not confer any unfair advantage upon the bidder and in a way that does not prejudice the public's interest. Prior to the bid opening, a bidder may withdraw the submitted bid or proposal to modify it and resubmit it. After the bid or proposal opening but prior to the bid or proposal award, the Purchasing Director may allow the bidder to withdraw the submitted bid or proposal if errors are found.

7.0 ITB, RFP, RFQ Protest

In the event a bidder has a grievance regarding these procurement policies and procedures or their application, the bidder must file a written grievance with the Purchasing Director for a resolution before the award of the bid, proposal, or qualifications.

8.0 Change Orders

County staff or the Purchasing Director may make written changes to plans, specifications, scheduling, and performance periods of any awarded and executed contract to keep the project progressing. However, any changes that increase the total dollar amount of the original approved contract or make material changes to the scope of the project shall be first approved by the Board of Commissioners as a change order in a public meeting. In the rare event a change order is needed to avoid significant and expensive delays, the change order may be issued and retroactively approved by the Board of Commissioners during the next commission meeting.

9.0 State and Local Preferences

9.01 Georgia Product Preference

[O.C.G.A. 36-84-1](#) establishes the requirement that the county, when purchasing supplies, materials, equipment, or agricultural products, shall give preference as far as reasonable and practical to those items manufactured or produced in the state without sacrificing quality. See state law for additional details.

9.02 Local Vendor Preference Policy

The county approved a [local vendor preference policy](#) to recognize that local vendors promote the local economy and contribute to the local tax base. This policy generally grants a 3% local preference to local businesses that meet the eligibility requirements on certain bids. See approved county policy for details.

10.0 Tax Exempt Forms

Most county purchases are exempt from state and local sales taxes. It is the responsibility of the purchaser to ensure that sales taxes are not paid on county purchases. The Administration Department has tax exempt forms, the county's FEIN number, and the county's DUNS number. Any sales taxes paid by the county on purchases that should have been tax exempt is the responsibility of the employee to pay.

11.0 Use of County Credit Cards

Purchases made by the county's credit cards that can be checked out from the Administration Department should be used infrequently and primarily for county business and travel related expenses such as reserving hotel rooms, renting equipment and vehicles, and certain Internet purchases. Normal purchasing procedures shall apply when using the county's credit card. The credit card is simply a payment method. Under no circumstances shall the county's credit card be used for personal purchases, even to be reimbursed later by the employee.

12.0 Use of Vendor Cards

Purchases made by vendor cards such as Home Depot and Lowes shall have an electronic purchase order with it and proof that the purchaser is a county employee.

13.0 Purchasing Policies Relating to Vehicles and Equipment

13.01 Standardization of Vehicles and Equipment

The county shall standardize the purchases of vehicles, equipment, and technology where it makes financial and economic sense. Such items will only be competitively bid among vendors providing the specific item or service using the established purchasing procedures. Examples include the standardization of vehicles to minimize replacement parts, repair services, and knowledge to a single brand to make the repair of vehicles and equipment more efficient and economical than having many different parts, repair manuals, and knowledge. Standardization of computer equipment to ensure the county's computer network is compatible with all other parts. Standardization of maintenance agreements to have only one vendor who knows and understands county equipment and personnel.

13.02 Purchase of Used Vehicles and Equipment

Used vehicles and equipment may be purchased in lieu of new items if the cost is lower than the new items and the purchase is in the best interest of the county as determined by the Purchasing Director. Used equipment shall follow the same procurement process as new equipment.

13.03 Sale or Donation of Surplus Vehicles and Equipment

Annually, or on an as-needed basis, the Board of Commissioners, during public meetings, may declare unneeded or obsolete county-owned vehicles and equipment as surplus county property and authorize county staff to dispose of those items through advertised sealed bids, advertised public auctions, electronic auction services such as Govdeals.com, or donation to another public entity. Sealed bids are to be advertised once a week for two weeks in the county's legal organ and posted on the county's website and the GLGA website.

14.0 Purchasing Policies Relating to Real Property

14.01 Purchase or Acquisition of Real Property

When purchasing real property for public purposes except for small amounts of property needed for road rights-of-way purposes, the county shall first determine the current fair market value of the property to be purchased using the values established by the county's Tax Assessor's Office and obtaining an appraisal prepared by a Georgia certified property appraiser to ensure that public funds are being spent efficiently. In addition to determining fair market value, the county shall also conduct a phase I environmental assessment on the property to ensure the property to be acquired or donated is free from containments and other hazards. If the property has containments or other hazards, the county shall not purchase or acquire the property unless the containment or hazard is eliminated.

[O.C.G.A. 36-80-18](#) specifically states that the county may not purchase or acquire by donation or gift real property that is intended to be used for a park or recreational use unless the property has had a phase I environmental assessment and the report indicates that the property has no contaminants, hidden methane gas, or similar hazards. See state law for additional details.

14.02 Sale of Surplus County-Owned Real Property

[O.C.G.A. 36-9-3](#) establishes the requirements that all counties must follow when selling county-owned real property other than real property used for road purposes. This state law generally requires county-

owned real property be advertised in the county's legal organ with a legal description of the property not less than 15 days nor more than 60 days preceding the day of a public auction or the acceptance of sealed bids, the bid awarded to the highest and responsible bidder, the county has the right to reject any and all bids or cancel the sale, and the county may retain the services of a Georgia licensed real estate broker to sell the property. See state law for additional details.

14.03 Sale of Surplus County-Owned Real Property Used for Road Purposes

[O.C.G.A. 32-7-3 to 32-7-5](#) establishes the requirements that all counties must follow when disposing of county-owned real property used for road purposes that is no longer needed. This state law generally outlines different ways to dispose of this type of property through sale or lease. See state law for additional details.

15.0 Vendor Registry

The Purchasing Director shall maintain a vendor registry of bidders to bid on county projects that have the necessary manpower, equipment, expertise, financing, and a record of successfully completing projects and delivering goods and services to the county without major issues. The Purchasing Director also has the authority to omit vendors from the registry that have defaulted on awarded projects, routinely performed unsatisfactory work, violated contract terms or conditions without remedy, have pending litigation against the county, not paid taxes or fees to the county, or been convicted of fraud or criminal acts.

The Purchasing Director shall ensure that all ITBs, RFPs, and RFQs have a sufficient number of bidders to achieve maximum competition by using alternative forms of advertising, contacting potential vendors directly, and by other means.

16.0 Purchasing Records Retention

All electronic and written requisitions, purchase orders, quotes, ITBs, RFPs, RFQs, contracts, agreements, and other relevant purchasing documents shall be retained in the Administration Department in accordance with the Retention Schedule for Local Government Records as published by the Georgia Secretary of State, Department of Archives and History.

17.0 Procurement Ethics

Several state laws exist pertaining to procurement ethics:

- [O.C.G.A. 16-10-6](#) governs the sale of real or personal property to local governments by employees, appointed officers, or elected officials. See state law for additional details.
- [O.C.G.A. 36-1-14](#) prohibits elected officials and county officers from purchasing goods or property from businesses where they are employed or where they have a direct or indirect interest unless sanctioned by the majority of the Board of Commissioners or it is made clear that the business offers and sells goods or property as cheap as or cheaper than the same can be purchased elsewhere. See state law for additional details.
- Furthermore, no elected officials, appointed officials, constitutional officers, department heads, or employees of the county shall submit offers, enter into, influence, or be affiliated with any purchase of goods or services in which they would gain a financial interest, directly or indirectly. In addition, county officials and employees shall immediately disclose to the Purchasing Director of any silent partnerships, employment, or involvement of any prospective procurement.

- Procurement of any goods or services shall not be subdivided in an effort to evade the provisions of the bidding requirements.
- Vendor loyalty program benefits shall always benefit the county’s budget and not benefit the employee or department.
- Elected officials and county employees are prohibited from accepting gifts, gratuities, or purchasing incentives from any individual, company, or business that is a current vendor to the county or is marketing itself to the county with regard to future business. Exceptions include social courtesies such as inexpensive advertising items of nominal value, business receptions, business meals, and holiday exchanges that contribute to healthy vendor relations.
- In the event an elected official, appointed official, department head, or employee of the county need to visit a vendor’s plant, distribution center, or office for technical or other reasons, the trip shall be made at the expense of the county unless provided for contractually by the vendor.
- Once a ITB, RFP, RFQ, or any other procurement process is underway by the Administration Department, no further contact or correspondence regarding the purchase shall be allowed between the user department, any employee, or any elected official and the potential vendors until the project is awarded to ensure that all bidder receive consistent information.
- In no instance shall bid or proposal quotes received from one vendor during bidding or other negotiations be divulged to other vendors prior to bid or proposal opening. After bid or proposal opening, all vendor prices are considered public information.
- The production of purchasing documents and the resulting quotes, contracts, and agreements shall be governed by the Georgia Open Records Act.

18.0 Violation of Policies

The Purchasing Director shall not process any purchase orders or be responsible to pay for any purchases made by any county employee, constitutional officer, or elected official using taxpayer funds made outside these Board adopted purchasing policies and procedures. Disciplinary action may occur. However, the Board of Commissioners may waive any of these requirements on a case-by-case basis in a public meeting.

19.0 Official Adoption

These procurement policies and procedures shall be effective on March 1, 2021 until terminated or amended by the Harris County Board of Commissioners at a public meeting by appropriate amendment.

So approved this _____ day of _____, by a vote of _____ to _____.

_____ Chairman

Attest:

Nancy McMichael, County Clerk