

PURCHASING MANUAL

MAURY COUNTY TENNESSEE

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Foreword: Pur 00.-Revised 2019

This manual, entitled “Purchasing Manual – Maury County Tennessee”, compliments the purchasing practices as established by governmental laws, regulations, private acts, resolutions and sound purchasing policy by providing standard practices, procedures, implementation methods, assigned responsibilities and accountability for the purchasing function of Maury County, Tennessee.



Pattie Farris
Maury County Purchasing Agent

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Scope of Application: Pur 1.-Revised 2019

This manual provides the Purchasing Policies and Standard Practice Instructions for Maury County, Tennessee. Policies and procedures for purchasing for the county shall be established by the Maury County Financial Management Board, upon receiving the recommendations of the purchasing agent. This manual is maintained electronically within the Maury County networked system by the office of Financial Management and Purchasing Agent. Any “hard copy” is for guidance only and must be considered as such. The electronic copy is considered to be the “original” copy and therefore is the governing copy.

Procurement of materials and services are the direct responsibility of the Maury County Purchasing Agent. For purchases of materials and/or services which are in excess of \$25,000.00, a “sealed” bidding process must be followed which allows all interested potential bidders the opportunity to provide a written and sealed bid for the requested materials and/or services. For purchases of materials and/or services which are between \$10,000.00 and \$24999.99, “quotation requests” are issued to no less than three separate vendors or suppliers, whenever possible; however the more formal bidding process does not apply unless deemed desirable due to a highly competitive market. For purchases of materials and/or services which are less than \$10,000.00 in value, the Department Head (or designee) may coordinate the purchase but should obtain multiple quotes whenever possible.

<u>Dollar Amount of Purchase</u>	<u>Requirement</u>
\$0.00 to \$9,999.99	No quotes or bids are required as long as funds are available in line item account where the proposed purchase is to be taken.
\$10,000.00 to \$24,999.00	Must have at least 3 quotes, or use a Purchasing Cooperative that Maury County has membership with. BOE purchases in this amount must have Board Approval also.
\$25,000.00 and over	Competitive sealed bids; or use Purchasing Cooperative that Maury County has membership. BOE purchases must have Board Approval also.

No employee will split an order, divide the items to be purchased, or use similar practices to avoid the sealed bidding procedure.

It is in the interest of Maury County to strategically coordinate common purchases, which on an annual basis might meet or exceed the \$25000.00 combined total (such as office supplies), for the purpose of obtaining the optimum combination of quality, service and value. It is the policy of Maury County to establish Pricing Agreements with Suppliers, for such repetitively purchased items, as the need arises.

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PURCHASING MISSION STATEMENT – Pur 2. Revised 2019

We will procure materials and services in a manner that strives to exceed the expectations of our internal customers while satisfying best value objectives, reflecting adherence to all applicable Governmental Purchasing Laws, Acts and Resolutions as well as Maury County values. We will pursue cooperation and partnership with all associated Maury County officials, agencies, offices, departments and employees which are within the scope of our support mission and will include all suppliers furnishing materials and services, by contributing to both their and our future growth and success.

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PURCHASING AGENT POWERS AND DUTIES – PUR 3. – Revised 2019

The Maury County Purchasing Agent has the exclusive power and it is the purchasing agent's duty to:

- Purchase all supplies, materials, equipment and contractual services utilized by the county,
- Arrange for the rental of machinery, buildings or equipment when rents are to be paid out of county funds,
- Transfer materials, supplies and equipment to or between county departments and agencies,
- Have charge of any central storeroom or central mailing room or similar service for Maury County Government only.

[Reference T.C.A. 5-14-105]

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DEFINITIONS – Pur 4. Revised 2019

Bid Invitation

A request for pricing, written, formal, advertised and handled on a sealed basis only. Bids are normally utilized when the expected value is to be in excess of \$25,000.00, when a highly competitive market exists or when required by law.

Emergency Purchase

The purchase agent in authorizing deviations from the competitive bidding requirements in emergencies shall not include conditions arising from neglect or indifference in anticipating normal needs, without filing a requisition or estimate, of supplies, materials or equipment arising from unforeseen causes. See 5-14-110 “Emergency Purchases”.

BOE Policy 2.805: Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the superintendent of schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

Pre-Qualification Questionnaire

A document issued to potential suppliers and/or vendors in order to qualify them prior to need.

Qualified Supplier List

A listing of suppliers/vendors who have been qualified through previous experience, who have successfully completed and returned a Pre-Qualification Questionnaire and who continually provide services or materials without user complaint.

Request for Quotation

A request for pricing, verbal, informal and usually phone solicited. Quotations are normally utilized when the expected value is less than \$25,000.00 but more than \$10,000.00.

Request for Proposal

Used for the solicitation of cost estimates for services etc. Does not guarantee the supplier of a favored award of Bid.

Requisition

A document used to formally request materials, supplies, equipment or services. Usually contains complete specifications for desired items.

Sources

Suppliers and/or vendors obtained from personal contact, recommendations, yellow pages, Internet and/or professional publications.

Cooperative Purchases

Maury County will join in cooperative purchasing with other school systems, GSA, or approved purchasing cooperative, to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

Online Purchases

The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted with the following requirements:

1. Prior authorization must be obtained from the superintendent of schools before setting up new online accounts, and schools shall maintain a list of accounts.
2. Online purchases must be for school purposes and made in accordance with established policies and procedures. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.
3. The availability of money for the fund/account in question should be determined before Purchase Orders are approved.
4. All Purchase Orders must be properly filled out and approved prior to a purchase.
5. Price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

Purchasing with Federal Grant Funds

Before grant funds are obligated or expended, the superintendent or his designee shall review the cost of a proposed expenditure and determine if it is an allowable use of federal grant funds. The superintendent will minimize the time that elapses between the transfer and disbursement of funds once an expenditure is approved.

No person officially connected with or employed by the school system may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the superintendent shall disclose the potential conflict to the federal awarding agency in writing

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Request for Quotation (RFQ) PUR 5-Revised 2019

Requests for quotations are used when the combined total value is \$10,000.00 or more but less than \$25,000.00 or when a highly competitive market exists.

Requests for quotation are usually phone solicited and informal in nature. Supporting documents may be faxed or mailed when the need for the supplier to be more informed is considered necessary. The decision for purchase is made after all suppliers have had a reasonable amount of time to respond (response deadline stated at time of request).

Requesting quotations from three or more sources is sound business practice and an aid in determining competitive conditions. Competition for Maury County business cannot be expected unless several suppliers are offered an equal opportunity to participate. Any supplier asked to provide a quotation must be a responsible, reputable firm capable of handling Maury County business in all respects.

Suppliers should be made aware that quotation revision is not acceptable unless a gross error was made and can be so demonstrated to Maury County satisfaction. Maury County requires the very best price, terms and conditions in the initial response.

After quotations are received and reviewed, the business should be awarded to the supplier offering the most favorable proposal, considering quality, price, terms, conditions, delivery, net delivered cost, and the final, full cost of ownership. In the event of an unforeseen occurrence, e.g. a miscommunication resulting in a misunderstanding on the part of one or more quotations, all suppliers must be asked to re-quote.

Requests for quotation shall not be issued to potential suppliers who repeatedly bid high, in order to meet the competition requirements. Further, those suppliers that would not receive serious consideration should not be asked to submit a quotation.

Maury County Based Suppliers who are delinquent in their payment of County business tax or license fees are not to be awarded any business until such payments of taxes or licenses are current. [Reference 5-14-108, (I)].

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Invitation to Bid: PUR 6.-Revised 2019

Invitations to bid are solicited when the *combined* total value exceeds twenty-five thousand dollars (\$25,000) for all line items. This combined total may occur either on an as needed or on a total annual requirement basis. An “Invitation to Bid” may also be issued whenever it is believed that a substantial savings might occur or whenever a highly competitive market exists regardless of the total dollars involved.

The County Purchasing Agent shall solicit sealed bids by public notice by posting notices on a public bulletin board in the county courthouse, other county buildings and on the county website. Maury County Public Schools require public notice advertised in local newspaper ten (10) days prior to the final date for submitting bids T.C.A. 49-2-203. Requests may also be mailed to prospective suppliers if deemed necessary or desirable.

All notices shall include a general description of the commodities or contractual services to be purchased, and shall state where bid blanks and specifications may be obtained and the time and place the bids will be publicly opened.

Bids are to be submitted, by suppliers, no later than the time and date specified in the original request. Bids must be in a sealed envelope and marked in the lower left corner as follows: “*BID – BID NAME*”. At the time of receipt, bids will be date and time stamped and then placed in a file for that particular bid request and subsequent opening. Bids received after the designated time and/or date will not be opened nor accepted as a viable bid. All sealed bids received, as advertised, will be opened publicly at the time and place fixed in the advertisement. Local time shall prevail in all cases. A record shall be kept, listing each bidder by name and address and indicating their bid amounts. These records are to be open to public inspection after a review period has been completed and after the award to the successful bidder.

Evaluation Period:

- a. During the period when evaluation is being made, all bid analysis is confidential, thereby maintaining the integrity of the bidding system.
- b. No County personnel in any office should discuss information pertinent to any bid during this period.
- c. Violation of the confidentiality of bids pending award seriously compromises the County’s position in establishing contractual agreements.

A written requisition for the requested bid item(s) must be issued and signed by the appropriate department head, office or agency requiring the supplies, materials, equipment or contractual services prior to any purchase or issuance of a purchase order.

The county attorney, prior to issuance, shall approve all resulting contracts, as to form.

Invitations to bid shall be preserved for a period of five (5) years.

Maury County based Suppliers who are delinquent in their payment of Maury County business tax or license are not to be awarded any business until such payments of taxes or licenses are current. [Reference 5-14-108, (b)].

“Invitations to Bid” differ greatly when a comparison is made between “general” requirements and “construction” project requirements. The “Invitation to Bid” for construction projects is much more complex in nature and includes elements which will, *or may*, become part of any resulting contract and may also include an “Instruction to Bidder” section. Those elements include, but are not limited to, project completion time, bid, payment and performance bonds, liquidated damages, etc.

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Proposal Request: Pur 7.-Revised 2019

A “Request for Proposal” is much the same as a “Bid Invitation”; however a “formal public bid opening” does not occur. This is due, in part, to the fact that a proposal request does not necessarily limit itself to the cost factors but includes technical and service oriented aspects as well.

Request for Proposals are solicited when all technical information and service factors are not known and the revelation of specific technical information and service factors could directly influence the outcome, especially when deemed to be in the best interest of the County. Examples of commodities to have information gathered under a “Request for Proposal” would include, but not be limited to, wireless phone service, office supplies, service contracts, etc.

The county purchasing agent shall solicit a “Request for Proposal” by public notice advertised at least once in a newspaper of county wide circulation, at least five (5) days prior to the to the final date for submitting bids (MCPS require ten (10) days) *and/or* by posting notices on a public bulletin board in the county courthouse and other county buildings and post on the county website. Requests may also be mailed to prospective suppliers if deemed necessary or desirable.

All notices shall include a general description of the commodities or contractual services to be purchased, and shall state where the Request for Proposal and specifications may be obtained and the date, time and place the proposals are due.

“Request for Proposals” are to be submitted, by suppliers, no later than the time and date specified in the original request. Proposals must be in a sealed envelope and marked in the lower left corner as follows: “*PROPOSAL – PROPOSAL NAME*”. At the time of receipt, proposals will be date and time stamped and then placed in a file for that particular proposal request and subsequent opening. Proposals received after the designated time and/or date will not be opened nor accepted as a viable proposal. All sealed proposals received, as advertised, will be opened subsequent to the specified time and place fixed for receipt in the original request. It is not required to have a “*Public Opening*” of the proposals. A record shall be kept, listing each proposer by name and address and indicating their proposal amounts and other pertinent information. These records are to be open to public inspection after the review period.

A written requisition for the requested proposal item(s) must be issued and signed by the appropriate department head, office or agency requiring the supplies, materials, equipment or contractual services prior to any purchase or issuance of a purchase order.

The county attorney, prior to issuance, shall approve all resulting contracts, as to form.

Requests for Proposals shall be preserved for a period of five (5) years.

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Surplus Property Disposal: Pur 8.-Revised 2019

County officials or employees are prohibited from purchasing any property declared to be surplus by Maury County, *except by bid at public auction*, during the tenure of such person's office or employment, or for six (6) months thereafter. Any county official or employee who violates this statute is committing a Class A misdemeanor and is subject to penalty thereof. [Reference T.C.A. 5-1-125; Acts 1998, ch. 1043 § 2.]

All sales of county-owned property, real or personal in nature, which has become surplus, obsolete or unusable shall be made by public auction, as defined in §§ 47-2-328 and 62-19-101, or by sealed bid, or web auction at the discretion of the county purchasing agent or responsible official.

County officials, agencies or department heads are responsible for furnishing to the County Purchasing Agent/Fixed Asset Department, a listing of all surplus property, real or personal in nature which must be declared by and submitted to the County Purchasing Agent/Fixed Asset Department by no later than June 30 of each fiscal year. This listing must contain a complete description, general condition, quantity and should include any county information attached thereto (i.e. county identification tags). A listing of surplus property shall be maintained in the office of the County Purchasing Agent/Fixed Asset Department until that property is disposed of. The County Purchasing Agent/Fixed Asset Department is responsible for coordinating the sale, or transfer between departments, of all such listed surplus items.

A department may submit a written request to the County Purchasing Agent/Fixed Asset Department when they desire to have another department's declared surplus property transferred to their department. The Budget Committee must approve the transfer when the value of the requested property is in excess of one thousand dollars (\$1,000). The County Purchasing Agent/Fixed Asset Department, at his/her discretion, may authorize transfer for items less than one thousand dollars (\$1,000) in value. *It shall be required for the requesting department head to appear before the budget committee to justify a request of transfer of a motor vehicle without first declaring another motor vehicle as surplus property.*

The disposal of surplus property by sealed bid, at the discretion of the county purchasing agent or responsible official, will be accomplished utilizing the same policy and procedure as established in Section 5-14-108.

Surplus property may be disposed of by public auction, web auction or by sealed bid sale. The public auction shall be conducted only by licensed auctioneers and *may* be held at least once annually, or as necessary, for disposal of any or all listed surplus property. The County Purchasing Agent/Fixed Asset Department shall give public notice of such auction by advertisement in a newspaper of county-wide circulation and/or by posting on a public bulletin board in the Maury County Courthouse at least five (5) days prior to the date of such auction sealed bid sale. This notice shall specify the auction or bid sale opening date,

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Surplus Property Disposal: Pur 8.-Revised 2019

time, place, property to be sold and the terms of such auction. [Reference T.C.A. 5-14-108]

All proceeds will be returned to the county general fund except as is not allowed by law.

Reference §§ 47-2-328 and 62-19-101

In counties that have adopted the County Financial Management System of 1981, it is the duty of the county purchasing agent under T.C.A. 5-21-118(b) to conduct public sales of school real and personal property when the board of education declares the property surplus and determines that the property should be sold. The purchasing agent should conduct such sales of personal property in accordance with T.C.A. 49-6-2007, and public sales of real property according to the direction of the board of education.

Sample Steps:

1. The school board declares the property surplus and decides whether to sell the property at public auction or sealed bid, or whether to transfer the property to another government entity as authorized in T.C.A. 49-6-2006.
2. If the school board decides to hold a public auction or public sale, the purchasing agent advertises a public sale in the newspaper at least ten (10) days prior to the sale. T.C.A. 49-6-2007(b).
3. The purchasing agent holds the sale as advertised and sells the items on behalf of the school board.

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Approved Vendor List: Pur 9.-Revised 2019

The Purchasing Department shall develop and maintain an *Approved Vendor List* for all known commodities and/or services which are utilized by the different individuals, departments and/or agencies within the County organization. The vendors appearing on this listing will be the primary contacts whenever a need exists and may be approached either by mail, fax or phone as required.

This listing will be grouped by commodity and/or service offered and will be updated on an ongoing basis as new sources are developed or as old sources cease to exist or when the supplier is removed from the listing due to substandard performance.

The Purchasing Department shall utilize requests from County Departments, yellow pages, the internet, advertisements, mailings or any other means at its disposal in the development of an "Approved Vendor List".

It shall be the responsibility of the effected department to issue a "Vendor Performance Report" to the Purchasing Department when it is determined that a vendor should be removed from the listing whenever that vendor continually provides poor performance, poor product quality or is unable to provide the commodities or services requested in a timely manner. The vendor will be notified by the Purchasing Department, of the removal from the approved listing as well as the reasons for removal. The vendor has the option of appealing the removal of their name form the approved list by submitting, in writing to the Purchasing Department, a rebuttal of the departmental claims. The Purchasing Department will then conduct a complete investigation into the circumstances leading up to the removal and will determine the final resolution of the issue.

For Contractors; the *AIA document A305, Contractor's Qualification Statement* (completely filled out EXCEPT for Section V-financial information) will be the means by which the County will utilize in building its contractor base. Financial information (Section V) *may* be required, at the discretion of the County, whenever entering into a contractual situation with a particular contractor. The "Vendor Performance Report" will be utilized whenever requesting for a contractor to be removed from the "Approved Vendor List". The "Vendor Performance Report" will become a permanent addition to the Vendor File.

VENDOR PERFORMANCE REPORT

The following named vendor/contractor/supplier is requested to be removed from the “*Approved Vendor List*” for the below stated reasons.

Failure to provide the required service as contracted due to _____

Failure to provide the required items as contracted due to _____

Failure to honor quoted pricing due to _____

Other _____

Attach additional sheets as required.

Date _____

Department _____

Individual lodging complaint _____

Department Head Signature _____

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Purchase at Public Auctions: Pur 10.-Revised 2019

[Reference Resolution No. 15, dated November 2001, and T.C.A. § 12-3-1006]

New or used articles, equipment, materials, supplies, or other commodities may be purchased at a publicly advertised auction without the necessity of using the public advertisement and competitive bidding process *only* when following the procedure as outlined below:

1. The county official having responsibility for the department for which the purchase is to be made must initiate all purchases at public auction.
 - The county official must complete a **“Request for Purchase at Public Auction”** (Attachment A).
 - A copy of the public advertisement of the auction must be attached to the form.
 - The purchasing agent must approve the completed form (if different from the county official) for the department for which the purchase is to be made.
2. The county official (and the purchasing agent, if different from the county official) must certify the unencumbered balance available in the line item account from which the proposed purchase is to be taken.
3. The Request for Purchase at Public Auction must be delivered to the County Executive at least five (5) working days before the auction.
4. No tax shall be paid on any item purchased at public auction, except to the extent that no exemption is available to the county under applicable law.
5. Purchases shall be made only by county warrant or county check.
6. An auctioneer who is licensed to conduct auctions in the State of Tennessee must conduct the auction.
7. Any item purchased at public auction shall be accompanied by the vendor’s certification that the item is free from any liens or encumbrances.

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8. The purchasing agent, or another person designated by the purchasing agent, shall act as bidder for the county at the auction. *The bidder is prohibited from submitting any bid above the unencumbered balance available in the line item account from which the proposed purchase is to be taken, as certified in the Request for Purchase at Public Auction, and the total successful bids by the county shall not exceed such unencumbered balance.* If the county is the successful bidder, the bidder must complete and sign a **“Certification of Purchase at Public Auction”** (Attachment B).
9. The Request for Purchase at Public Auction and the Certification of Purchase at Public Auction, properly completed and signed, shall be filed with the purchasing agent as soon as reasonably possible after the auction. The purchasing agent shall mail or deliver copies to the chairman of the county legislative body within a reasonable time thereafter.

All applicable conflict of interest laws shall apply to purchases at public auction.

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Purchase at Public Auctions: Pur 10.-Revised 2019

Resolution No. 15
Attachment A

**Copy of public advertisement
of auction must be attached
here.**

REQUEST FOR PURCHASE AT PUBLIC AUCTION

Date and place of auction:

Auction Company/Auctioneer:

After having made proper inquiry, the undersigned hereby certify that the purchase of items at the above described auction will be taken from line item account number _____ and that the unencumbered balance available in said line item account is \$ _____ as of the date of the auction.

County Official

Purchasing Agent

***TOTAL BIDS FOR ALL ITEMS TO BE PURCHASED AT AUCTION SHALL NOT
EXCEED THE AMOUNT CERTIFIED ABOVE.***

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Purchase at Public Auctions: Pur 10.-Revised 2019

Resolution No. 15
Attachment B

CERTIFICATION OF PURCHASE AT PUBLIC AUCTION

Date and place of auction:

Auction Company/Auctioneer:

The following items were purchased by the county at the public auction:

Item	Actual Bid Price	Check or Warrant #	Vendor	Receipt No.

(Use additional pages if necessary)

TOTAL PRICE OF ALL ITEMS PURCHASED BY COUNTY: \$ _____

Copies of all sales receipts and the vendor's warranty that all items are free of any liens or encumbrances must be attached to this certification.

CERTIFICATION OF BIDDER AND AUCTIONEER

The undersigned hereby certify that the above information is complete, true and correct. No rebates, gifts, money or anything else of value were given or received in connection with the purchases described above.

Auctioneer

Bidder for County

License Number

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Bid Opening Protocol: Pur 11.-Revised 2019

In an effort to ensure professionalism and consistency, the following protocol is to be utilized when performing bid openings resulting from formal bid invitations; or at any other time in which sealed bids are received.

Prior to the bid opening, all received bids are to be arranged alphabetically or in bid receipt order, at the discretion of the opening authority. If the opening is of a multi-item nature, the bids are to be arranged first by commodity, then alphabetically or in bid receipt order, at the discretion of the opening authority.

1. At the precise time, the bid opening shall be called to order.
 - A. Announce:
 1. The purpose of the particular bid opening.
 2. No additional bids, relevant to this bid opening, will be accepted from this point forward.
 3. No changes may be made to any received bid, relevant to this bid opening, from this point forward.
 4. All participants and attendees are to sign the official bid opening sign-in sheet, providing the requested information.
 2. Begin:
 - A. Announce:
 1. Name of vendor providing bid
 2. License number if relevant
 3. Expiration date, etc. if relevant
 4. Other information as required
 - B. Open Envelope
 1. Announce:
 - a. Bid bond intact, if present and when required.
 - i. Only a formally executed bid bond, a bank cashier's check *or* an irrevocable bank letter of credit is acceptable.
 - b. Amount of bid.
 - ii. Announce each level if a multi-level bid.
 - c. Enter information onto "Bid Tabulation" sheet as appropriate.
 - C. Proceed to next envelope.
 1. Repeat above steps.
 3. Upon completion of last envelope:
 - A. Announce:
 1. The "apparent" low bidder and explain the difference between being the "apparent" low bidder and the successful bidder.
 2. Availability of copy of "Bid Tabulation Sheet" for any interested party.
 3. Evaluation period of bid and approximate notification time to the successful bidder.
 4. Ask if any questions or comments.
 4. Announce the close of the bid opening process.

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Bid Opening Protocol: Pur 11.-Revised 2019

BID OPENING CHECK SHEET

Date: _____ Time: _____ Purpose: _____

- Announce that no additional bids will be taken with reference to this bid opening and that no changes may be made with reference to this bid opening.
- Request attendees to sign and provide appropriate information on the “Sign-In” sheet.

BEGIN THE OPENING PROCESS and ANNOUNCE:

- Name of Vendor providing bid.
- Name, license number, expiration date thereof and license classification on envelope (when over \$25,000, otherwise name only [T.C.A. 62-6-119]). [**ONLY WHEN REQUIRED**]

OPEN ENVELOPE and ANNOUNCE:

- Bid bond intact and amount, *when required*.
- Amount of bid; call each level when a multi-level bid
- Enter information onto “Bid Tabulation Sheet”.
- Proceed to next envelope and repeat steps as indicated above.

UPON COMPLETION OF LAST ENVELOPE - ANNOUNCE:

- Availability of a copy of the “Bid Tabulation Sheet” for any interested party.
- Announce the “apparent” low bidder – *explain difference between this and successful bidder.*
- Evaluation period of bids and an approximate time for notification of the successful bidder.
- Ask if any questions or comments.
- Announce close of “Bid Opening” and dismiss.

BID OPENING AUTHORITY SIGNATURES and TITLES:

_____ Title: _____
_____ Title: _____

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Contracts and Leases: Pur 12.-Revised 2019

Each county may acquire and hold property for county purposes, and make all contracts necessary or expedient for the management, control and improvement thereof, and for the better exercise of its civil and political powers, and may make any order for the disposition of its property. [TCA 5-7-101]

Each county may lease land or existing buildings owned by the county to any person, corporation, partnership or association for such consideration and upon such terms as in the judgment of the governing body are in the interest of the county. [TCA 5-7-116]

The county purchasing agent has exclusive power and it is the purchasing agent's duty to (1) contract for and purchase all supplies, materials, equipment and contractual services required by each and every official, agency, office, department or employee of the county government, or which is supported by, or under control of, the county government and which expends or encumbers any of the county's funds. No other official, employee or agent of the county or of any of its departments or agencies shall be authorized to contract for or purchase any such materials, supplies, equipment or contractual services; and (2) arrange for the rental of machinery, buildings or equipment when the rents are to be paid out of funds belonging to the county or any department, institution or agency thereof; and no other official, employee or agent of the county shall have the right or power to make any contract for such rental. [TCA 5-14-105]

Except in emergencies, no order for delivery on a contract or open market order for supplies, materials, equipment or contractual services for any county department or agency shall be awarded unless it shall be first certified by the director of financial management department, or other county official or employee in charge of the central accounting records of the county that the unencumbered balance in the appropriation chargeable with such purchase in excess of all unpaid obligations, is sufficient to defray the entire cost of such order or contract. [TCA 5-14-109]

Accordingly, all contractual agreements related to the following must be authorized by the County Purchasing Agent and certified as to adequate funding by the Director of Financial Management, prior to obligating the county in any manner.

- Purchase of supplies, materials or equipment
- Transfer of real property, including sales and acquisitions
- Lease of land, buildings or equipment
- Professional services, including but not limited to architects, engineers and attorneys
- Construction and construction management services
- Grants
- Maintenance and service contracts for buildings, fixtures and equipment

PURCHASING MANUAL

MAURY COUNTY TENNESSEE

Contracts and Leases: Pur 12.-Revised 2019

The county purchasing agent is authorized to purchase and contract to purchase materials, supplies, equipment and contractual services on a fiscal year basis, but no commitment shall be made which extends beyond the end of the current fiscal year for which appropriations have been made by the county legislative body, except as such commitments are authorized by resolution of the county legislative body. [TCA 5-14-108, (m) (1)] Since most grants require some type of match or commitment of effort by local governments and because most grants overlap different fiscal year accounting periods, all applications and acceptances of awards for grant funding must be properly authorized by resolution of the county legislative body.

Contracts, leases, and lease–purchase agreements shall be executed by the purchasing agent and one (1) or more of the following: the Chairman of the School Board for all obligations against school funds, by the chief administrative officer of the county highway department for all obligations against highway funds, and the county mayor in all other circumstances, and additionally by other county officers when required by law, and by the finance director for approval of expenditure of funds.

This subsection shall not apply to agreements between the county highway department and the department of transportation pursuant to Tennessee Code Annotated, Section 54-7-116.

Additionally, all contracts shall be approved as to form by the county attorney, and the original copy of each long-term contract shall be filed with the county clerk. [TCA 5-14-108, (j)] The focus of this section shall primarily be on the following: (1) those contracts that commit the county beyond the end of the current fiscal year for which appropriations have been made by the county legislative body, (2) agreements related to the transfer or lease of land, buildings or equipment, and (3) contracts for professional services.

No later than six (6) months following the date a resolution is adopted, the county clerk shall file a copy of the resolution, together with an implementation plan developed by the finance director and approved by the Maury County Financial Board. This county financial management plan implementation shall begin July 1 of the next fiscal year and shall be fully implemented within such county no later than two (2) years from the date of implementation of the plan began.

PURCHASING MANUAL
MAURY COUNTY TENNESSEE

Surety Bonds: Pur 13.-Revised 2019

Reference: **TCA 12-3-203 (j) Public Purchases**

Bid and performance bonds or other security *may be required* for any contract. Any such requirement must be set forth in the invitation to bid. The department shall promulgate rules establishing the requirements for the use and appropriate amount of such bonds or other security. [Acts 1987, ch 337, § 4; 1989, ch. 497, § 1; 1190, ch. 910, § 1; 1992, ch. 865, § 1; 2000, ch. 924, §§ 1, 2.] T.C.A. 12-4-201; as amended Public Chapter 82 - Senate Bill 1936 (Crutchfield); House Bill 2008 (McMillian) Effective May 5, 2003

Title 12, Public Property, Printing and Contracts; Chapter 4 Public Contracts; Part 2 Surety Bonds. [Acts 1925, ch 121, § 3546a4 mod. Code 1932 § 7955; Acts 1977., ch. 188 § 1; T.C.A. (orig. ed.) § 12-4-417; Acts 1985, ch. 151, § 1; 1986, ch. 551, § 8, 1989, ch. 84, §1; 1997, ch. 402, § 13, 2003, ch. 82, §1.]

A Surety Bond is an agreement under which one party, the surety, guarantees to another party, the obligee, the performance of an obligation by a third party, the principal.

Bonds make it possible for the Principal (contractor) to provide the Obligee (owner) with the guarantee of a responsible Surety that the Principal will satisfactorily perform his obligations under the contract provided that the Obligee performs his obligations. Bonds are therefore a useful means of ensuring contract performance and financial security, and consequently, are often an essential requirement in construction procurement.

A Surety Bond is not an Insurance Policy, but is a three-party undertaking, naming a “Principal”, and “Obligee” and a “Surety”, under which the Surety agrees to indemnify the Obligee against loss arising from the failure of the Principal to perform his obligations. Furthermore, if the Surety suffers monetary loss as a result of fulfilling its obligations under the Bond, it will look to the Principal and any indemnifiers for reimbursement of such loss.

There are three types of Contract Surety Bonds; Bid, Performance and Payment.

1. Bid Bond:

Provides financial assurance that the bid has been submitted in good faith and that the contractor intends to enter into the contract at the price bid and provide the required performance and payment bonds.

PURCHASING MANUAL

MAURY COUNTY TENNESSEE

Surety Bonds: Pur 13.-Revised 2019

A bid bond issued by a surety company licensed to do business by the State of Tennessee may be required at the discretion of the County Purchasing Agent. When required, the amount of the bid bond shall be equal to five percent (5%) of the estimated value of the contract. Bid bonds submitted by unsuccessful vendors will be returned upon award of contract. Bid bonds may be in the form of "Surety Bond" or a Bank Cashiers Check. *Personal or Company checks are not acceptable as bid bonds.*

2. Performance Bond:

Protects the obligee from financial loss should the contractor fail to perform the contract in accordance with the terms and conditions of the contract documents.

A performance bond may be required, at the discretion of the County Purchasing Agent, in the invitation to bid. When required, the amount of the performance bond shall be stated as a percentage of the contract price, but may not exceed 100 percent of the total contract price. Performance bonds must be filed with Maury County within ten (10) business days after receipt of request. Failure to provide the performance bond is cause for not entering into a contractual obligation. A performance bond issued by a surety company licensed to do business by the State of Tennessee, a bank cashier's check or an irrevocable "Letter of Credit" issued by a state or national bank with its principal office in Tennessee and who are licensed in the state of Tennessee are acceptable. *Personal or Company checks are not acceptable as payment bonds.*

3. Payment Bond:

Guarantees that the contractor will pay certain subcontractor, labor and material bills associated with the construction project.

A payment bond may also be required, at the discretion of the County Purchasing Agent, in the invitation to bid and resulting contract. When required, the amount of the payment bond shall be stated as a percentage of the contract price, but may not exceed 100 percent of the total contract price. Payment bonds must be filed with Maury County within ten (10) business days after receipt of request. Failure to provide the performance bond is cause for not entering into a contractual obligation. A payment bond issued by a surety company licensed to do business by the State of Tennessee, a bank cashier's check or an irrevocable "Letter of Credit" issued by a state or national bank with its principal office in Tennessee and who are licensed in the state of Tennessee are acceptable. *Personal or Company checks are not acceptable as payment bonds.*

PURCHASING MANUAL
MAURY COUNTY TENNESSEE

Surety Bonds: Pur 13.-Revised 2019

4. Requirements:

Payment and performance bonds may be required, at the discretion of the County Purchasing Agent, as a part of any construction project contract. Generally, this office shall abide by the following guidelines:

- When the amount of any construction contract is less than \$25,000.00, a “Payment and Performance” bond in the amount of one hundred (100) percent of the contract value, *may* be required if deemed advisable or necessary.
- When the amount of any construction contract is greater than \$25,000.00 but less than \$100,000.00, a “Payment and Performance” bond will be required in an amount no less than fifty (50) percent of the contract value.
- When the amount of any construction contract is greater than \$100,000.00, a “Payment and Performance” bond will be required in an amount no less than twenty-five (25) percent of the actual contract value. [T.C.A. Title 12]

PURCHASING MANUAL

MAURY COUNTY TENNESSEE

Bid Award: Pur 14.-Revised 2019

1. Rejection of Bids:
 - a. Maury County may reject any or all bids.
 - b. Action to reject all bids shall be taken only for:
 - i. Unreasonably high prices,
 - ii. Error in the Invitation to Bid,
 - iii. Cessation of need,
 - iv. Unavailability of funds,
 - v. Conditioning of bids by the vendor(s),
 - vi. Failure to secure adequate competition, or
 - vii. Any other reason approved by the Board of Standards as outlined in TCA 12-3-203.
2. Acceptance Period:
 - a. A bid shall be considered an offer subject to acceptance by Maury County.
 - b. If a vendor fails to state the time within which a bid may be accepted, Maury County shall have a minimum of sixty (60) days to accept.
3. Bidder Qualification:
 - a. Maury County may inspect the facilities of any vendor or may require additional information regarding a vendor's ability to perform the proposed contract.
 - b. Bids may be rejected for lack of apparent ability to perform the proposed contract.
 - c. A vendor must, upon request of the County, furnish satisfactory evidence of the ability to furnish products or services in accordance with the terms, conditions and specifications.
 - d. Bid and Performance bonds or other security may be required for any contract; however any such requirement must be set forth in the Invitation to Bid.
4. Criteria for Award:
 - a. An "Award of Business" shall be let by the County with reasonable promptness by written notice to the lowest responsible and responsive bidders whose bid meets or exceeds the requirements and criteria set forth in the Invitation to Bid.
 - b. Where more than one item is specified in the Invitation to Bid, the County reserves the right to determine the low vendor(s) either on the basis of each individual item, a group of items, or total of all items, unless otherwise

PURCHASING MANUAL

MAURY COUNTY TENNESSEE

Bid Award: Pur 14.-Revised 2019

provided in the Invitation to Bid or where otherwise specified by the vendor. Where the Invitation to Bid provides for award(s) by item or groups of items, separate vendor awards will be made where each individual vendor award is in excess of \$1,000.

5. Evaluation of Technical Offers and Bids:

- a. Technical offers and bids shall be evaluated based on the requirements set forth in the Invitation to Bid, which may include criteria to determine acceptability such as . . .
 - i. Inspection,
 - ii. Testing,
 - iii. Quality,
 - iv. Workmanship,
 - v. Delivery, and
 - vi. Suitability for a particular purpose.
- b. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable (quantifiable).
- c. The Invitation to Bid shall set forth the evaluation criteria to be used.
 - i. No criteria or factors may be used in the bid evaluation that is not set forth in the Invitation to Bid.

6. Alternate Bids and Specifications:

- a. Alternate bids and specifications are not acceptable unless specifically asked for and/or authorized in the Invitation to Bid.

7. Time Frame for Award:

- a. Each Invitation to Bid shall establish a time schedule for bid opening, evaluation and inspection of the file.
- b. All sealed bids shall be publicly opened and examined for conformity to the Invitation requirements at the time and place specified in the Invitation to Bid.
- c. An "Award of Business" shall only occur after an evaluation period and after all aspects of the bid have been thoroughly researched.

PURCHASING MANUAL

MAURY COUNTY TENNESSEE

Bid Award: Pur 14.-Revised 2019

8. Tie Bids:

- a. A tie bid exists when two or more vendors offer products that meet all specifications, terms and conditions at identical prices, including cash discount offered for prompt payment.
- b. A tie bid will be broken by the following methods, in descending order:
 - i. In-county business,
 - ii. Small business or minority owned businesses;
 - iii. Award item(s) to vendor who was low vendor on other item(s) being bid per the same requisition;
 - iv. Best delivery;
 - v. By lot or coin toss.

9. Amending Bid Prices:

- a. Bid prices may not be amended or changed after the bid opening or after a quotation is taken.

PURCHASING MANUAL
MAURY COUNTY TENNESSEE

Public Access to the Bid Process: PUR 15.-Revised 2019

1. Competitive Bids:

- a. All purchases over \$10,000, but less than \$24,999 should be based on at least three quotes *whenever possible*.
 - i. Fax quotes,
 - ii. Internet quotes,
 - iii. E-mail quotes,
 - iv. Published catalog.
- b. All purchases over \$25,000 are to be made by sealed bids which shall be publicly opened and examined at the time and place specified in the Invitation to Bid.

2. Evaluation Period:

- a. The evaluation period shall be for at least ten (10) business days beginning the next business day after the announced bid opening date.
- b. During the period when evaluation is being made, all bid analysis is confidential, thereby maintaining the integrity of the bidding system.
- c. No County personnel in any office should discuss information pertinent to any bid during this period.
- d. Violation of the confidentiality of bids pending award seriously compromises the County's position in establishing contractual agreements.

3. Inspection Period for Bidders:

- a. The County must afford the bidders a reasonable opportunity to inspect the bid file within a stated time frame.
- b. All bidders have the right to inspect the bid file upon completion of the County's evaluation.
- c. The County's Invitation to Bid should include language similar to the following:
 - i. "The County's evaluation is to be completed by (TIME) on (DATE). Interested bidders should contact the County to schedule an appointment to inspect the bid file. The bidder inspection period will be for five (5) business days following the evaluation."
 - ii. Inspection by bidders will be closed after this time and the records will be moved to "Closed Bid Files" but shall remain open to the general public for inspection.

4. Inspection of Records by Public:

- a. All purchase records of the County shall be opened and accessible to the public during the regular office hours of the County.
 - i. Inspection of the purchase records shall not disrupt the normal work routine of the office.
 - ii. The individual requesting to inspect the records must first:
 1. Provide a written request describing those records to be inspected, and
 2. Establish a date and time to inspect the records within the normal office hours of the Purchasing Department.
- b. Any copies made at the interested parties request shall be assessed a charge at the prevailing rate for duplication of County records.

PURCHASING MANUAL
MAURY COUNTY TENNESSEE

Project Drawings and Specifications: PUR 16.-Revised 2019

It is probable that as a Capital Project progresses from inception to reality; plans, drawings and specifications will be developed to ensure that the project falls within the parameters of the County's concept.

Realizing that these plans, drawings and specifications have a real cost, and in an effort to reduce the dollar impact to the County, the following guidelines are established and are pertinent to all Capital Projects, regardless of value:

1. The County will require 5 sets of plans, drawings and specifications for internal use as follows:
 - a. One set each for:
 - i. Archives,
 - ii. Building Committee,
 - iii. Building and Zoning,
 - iv. Purchasing Department,
 - v. Plans Room (such as Dodge, etc).
 - b. The County is responsible for the cost of these 5 sets.
2. The County will require 5 initial sets of plans, drawings and specifications for issuance to Contractors and other interested parties. The Architect/Engineer will be notified if and when additional sets are required.
3. A value for each set of plans, drawings and specifications will be established by the Architect/Engineer in charge.
 - a. Value is based upon the actual preparation and print cost.
 - b. Payments will be non-refundable.
 - i. Payments for the plans, drawings and specifications will be by company check, Bank Cashier's check or money order only. **Cash payment is not allowable.**
 - ii. All checks will be made payable to the Architect/Engineer responsible for the project. The County is not responsible for the cost of these sets.
 - c. The Purchasing Department will be responsible for distribution of the plans, drawings and specifications and will act as collection agent for the Architect/Engineer responsible for the project.

**PURCHASING MANUAL
MAURY COUNTY TENNESSEE**

Purchase Orders: PUR 17.-Revised 2019

Definition:

Purchase Order: a pre-numbered document issued by the purchasing agent, the assistant purchasing agent or their designee and used to control the purchasing process and to document purchasing commitments.

Requisition: a document used to formally request materials, supplies, equipment or services, usually containing complete specifications, cost accounting codes and Department Head Authorization for the desired items. Heads of all agencies of the county or their designees may requisition real and personal property or services and provide estimates of cost, Such requisitions shall be reviewed by the purchasing agent or the purchasing agent's designee and if the requisition appears to be correct, properly authorized, and the cost will not exceed the unencumbered balance of the appropriation against which the cost of the requisition is chargeable, then the purchasing agent shall determine the proper method of obtaining the property or services, and issue purchase orders as appropriate according to Maury County policy.

Purchase orders are not required by state law, however, they are necessary to control who has purchasing authority for the county and to document purchasing commitments.

Purchasing process:

1. A properly written and signed requisition is submitted by the department head, office or agency requesting materials, supplies, equipment and/or services. The requisition is dated and includes an accurate description of the item(s), dollar amount(s) (when known) and account code(s).
 - a. The requesting department is responsible for providing specifications, part numbers and complete descriptions of the items appearing on the requisition.
 - b. The requesting Department Head is responsible for:
 - i. confirming the need within the department and
 - ii. approval of the purchase request.
2. A completed requisition is submitted to the Purchasing Department located within the Office Financial Management.
 - a. The Purchasing Agent or his/her designee is responsible for verifying:
 - i. Accuracy of the requisition,
 - ii. appropriate cost accounting codes and
 - iii. fund availability.
 - b. A purchase order is then issued for items contained in the requisition and signed by the purchasing agent, or his/her designee.

3. Requisitions and purchase orders shall not be issued for the following items: dues and memberships, registrations at seminars or conferences, tours, travel reimbursements, meals, magazines, newspapers, utilities, postage and taxes. However, MCPS is required to get purchase orders for these items.
4. Department heads, offices or agencies of the county are responsible for following purchasing procedures. Section 5-21-120, TCA, states “the county shall be liable for the payment of all purchases of supplies, materials, equipment and contractual services made in accordance with the provisions of this chapter, but shall not be liable for the payment of such purchases made contrary to its provisions.”

PURCHASING MANUAL MAURY COUNTY TENNESSEE

Purchasing Card Policy: PUR 18.-Revised 2019

Maury County has established a “Purchasing Card” policy which permit the use of those specific cards as a matter of convenience for the isolated purchases whenever a vendor will not accept a formal purchase order or any other form of order for the purchase of materials and/or supplies required by a department or agency within the Maury County organization.

The policies and procedures for purchasing for the county established by the Financial Management Board shall include the use of any type of purchasing card and an approval process for purchases of real property, personal property, and services, including those by lease, lease-purchase, or contract that extend beyond (1) year or commit to expenditures in excess of an amount determined by the Financial Management Board.

The official or employee who utilizes a purchasing card is responsible for ensuring that all purchases made are in accordance with all policies, rules and regulations of Maury County. Standard Purchasing Policies and Procedures shall not be violated nor circumvented when using a purchasing card. Whenever the use of a purchasing card is required for any isolated purchases, these established policies must be adhered to as written and passed by the Maury County Commission.

Violation of the established policies may subject the using employee to disciplinary action up to and including termination of employment.

MAURY COUNTY, TENNESSEE

PURCHASING CARD POLICY

The use of a County purchasing card is strictly limited to Maury County officials and employees. The issuance of a County purchasing card must be approved in advance by the Director of the Office of Financial Management. Each Maury County official or employee that holds a County purchasing card must sign a Cardholder Agreement before using the Maury County credit card.

The official or employee who holds the card is responsible for ensuring that all purchases made using that card are in accordance with all policies, rules and regulations of Maury County. At the discretion of the cardholder, purchasing cards may be used as a convenience for travel, such as airfare, lodging and car rental, or may be used for payment of business meals while on official County business. However the purchasing card may not be used to circumvent official purchasing policies and procedures.

All purchases will be reconciled monthly by the person whose name appears on the card or his designee. Monthly reconciliations for all cards issued to the office or department, with the appropriate county official or department head's signature, will be submitted monthly to the Director of the Financial Management department or his designee.

The Maury County Director of the Office of Financial Management shall adopt such rules and regulations as deemed necessary to implement this Policy.

Purchasing cards which are used in any manner inconsistent with this Policy are subject to immediate revocation by the Maury County Director of the Office of Financial Management.

Any County employee or official found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Applications or requests for Purchasing Cards must be submitted to the Maury County Finance Director or his/her designee. All applications or requests for issuance of a Maury County Purchasing Card must be made by the appropriate county official or department head under whose direction the applicant works.

All Purchasing Cards will be issued with a card number that is unique to the individual employee or official who is responsible for the use of the card. The card will also have the County's name embossed on the card. The user of the card should ensure that a tax exempt certificate is on file with the vendor prior to the use of the card. The official or employee who is assigned the Purchasing Card is responsible for ensuring that all purchases made using the card are in accordance with all policies, rules and regulations of Maury County. This includes the requirement that a valid purchase order number and requisition must be obtained from the Purchasing Department prior to the purchase only if the purchase is greater than \$50. If an emergency purchase is needed outside of regular business hours a purchase order must be done the next business day. The card-holder must turn in an expense report for review to the Office of Financial Management

via the Visa Intellilink System. The Expense report must meet the requirements of the expense report policy (see attachment).

The person who holds the card may be held personally liable for any unauthorized purchases made with the card, including purchases exceeding the purchasing limits.

Single purchases shall not exceed Five Hundred (\$500.00) Dollars without advance approval of the Director of the Office of Financial Management. Declined charges without Finance Director's approval is prohibited and can result in losing card privileges.

Each county official or department head will be responsible for ensuring that the purchasing limit is not exceeded in any one month, or for any single purchase, with respect to all purchases using purchasing cards issued to the official or department head and to any employees of that office or department.

Each purchase must be supported by a point of sale receipt ticket. All point of sale tickets must be submitted to the Office of Financial Management via Visa Intellilink system to be matched with the monthly billing on their expense report. (See Expense Report Policy Attached) The Maury County Finance Director shall adopt such rules and regulations as deemed necessary to implement this Policy. Purchasing Cards which are used in any manner inconsistent with this Policy are subject to immediate revocation by the Maury County Finance Director. Any County employee or official found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment, payment of unauthorized purchases, or loss of card privileges.

***Maury County is deemed to include all of Maury County BOE and Maury County Government entities.**

MAURY COUNTY, TENNESSEE PURCHASING CARD PROGRAM

CARDHOLDER AGREEMENT

Attachment 1 to Purchasing Card Policy

As part of your employment responsibilities with Maury County, you are being entrusted with a purchasing card to enable you to make purchases on behalf of Maury County. You are authorized to use this ONLY upon the terms and conditions stated below. Sign this agreement only after reading and agreeing to each of the numbered statements below.

1. This card is issued in my name, and I am the only person authorized to use this card. I will not allow anyone else to use the card without written or email authorization from the Finance Director, after the sign-out process has been completed.
2. I understand that I will be making financial commitments on behalf of Maury County and I will strive to obtain the best value for Maury County.
3. I have read and will follow the Purchasing Card Policy, this agreement and the expense report policy for Maury County.
- 4. Under no circumstances will I allow this card to be used to make personal purchases, either for myself or others. I understand that personal purchases using this card may be considered misappropriation of Maury County and taxpayer provided funds.**
5. This card is the property of Maury County.
- 6. If the card is lost or stolen, I will notify the Finance Director or his designee immediately.**
7. I will obtain point of sale receipts and maintain detailed information for each card transaction. It is my responsibility to match receipts to each transaction and promptly submit the receipts to the Office of Financial Management. The detailed documentation is a mandatory requirement to be submitted in your expense report.
8. The Finance Department will receive a monthly statement reporting all purchasing activity with the card during the statement period. I will ensure that all charges are appropriate and in conformance with Maury County policies and procedures. I will be responsible for resolving any discrepancies on the statement by working with the Finance Department and/or the merchant/supplier.
9. I understand that I may be subject to reimbursing funds and disciplinary action, up to and including termination of my employment with Maury County, for any violation of this Agreement.

I HAVE READ AND UNDERSTAND THE FOREGOING, AND I AGREE TO THESE TERMS AND CONDITIONS.

Employee Name (print)

Department

Employee Signature

Date

*Maury County is deemed to include all of Maury County BOE and Maury County Government entities.

**MAURY COUNTY GOVERNMENT & MAURY COUNTY BOARD OF EDUCATION
PERSONNEL POLICY AND PROCEDURE**

SUBJECT: Expense Report Policy (Attachment 2 to Purchasing Card Policy)

EFFECTIVE DATE: 7/01/19

Cardholders that have possession of a purchasing card on a full time basis must submit a monthly expense report by the 5th day of the following month that the transactions occurred to the Office of Financial Management via the Visa Intellilink system using digital receipts. Training was provided to me by the Finance Director.

The general ledger account number, requisition number (only required on purchases greater than \$50), purchase order number (only required on purchases greater than \$50), description, and an image of the receipt for that specific expense is required with the submission of each expense. If a card-holder cannot submit the expense report in a timely manner, then the finance director has the right to revoke card-holder privileges.

I HAVE READ AND UNDERSTAND THE FOREGOING, AND I AGREE TO THESE TERMS AND CONDITIONS.

Employee Name (print): _____ Department: _____

Employee Signature: _____ Date: _____

PURCHASING MANUAL
MAURY COUNTY TENNESSEE

Purchasing Policy Violation: Pur 19.-Revised 2019

It shall be the policy of the Purchasing Department to provide notification of continued and habitual policy violations in the routine reports made to the appropriate legislative committees up to and including the full commission.

The legislative bodies may take appropriate actions, as deemed necessary, upon the offenders for those violations of policy.

PURCHASING MANUAL

MAURY COUNTY TENNESSEE

Delegation of Purchasing Authority: Pur 20.-Revised 2019

The County Purchasing Agent may delegate purchasing authority to any department, official or agency within the Maury County organization.

This delegated purchasing authority shall grant authorization to any department, official or agency of the county government to make purchases in the open market for materials services and supplies which do not exceed \$10,000.00 in total combined value. All purchases which exceed \$25,000.00, either when of a single item or of a combined total value, shall be performed through a sealed bid process as established in PUR 6.

All purchases shall be in accordance with T.C.A. 5-14-108 (d) (1) and (2) as well as all established Maury County Purchasing Policies. Items may not be separated in order to circumvent Tennessee Code or the established policies of the Maury County Purchasing Department.

This delegated purchasing authority may be revoked, in writing, by the Maury County Purchasing Agent at his/her discretion whenever a department, official or agency of the county government routinely violates established policies and guidelines.

Policy violations shall be reported as outlined in PUR 19.

PURCHASING MANUAL
MAURY COUNTY TENNESSEE

Use of Architect & Engineer: Pur 21.-Revised 2019

Reference: TCA 62-2-107 – Employment of licensees on public works – Extended public works.

Per T.C.A. § 62-2-102, nothing shall prevent any awarding authority, public or private, from requiring the services of a registered architect, engineer or landscape architect for any project.

Public works projects must have plans, specifications and estimates prepared by registered design professionals when they are greater than \$25,000.00 and/or whenever the structural, mechanical or electrical system of the project is altered.

1. Plans and specifications for any public works construction or maintenance project that exceeds \$25,000.00 shall be prepared by a registrant. Notwithstanding the above, a registrant is also required for projects under \$25,000.00 if the structural, mechanical or electrical system of the project is altered.
2. Drawings and specifications must be prepared by a registered architect or engineer whenever an existing building space is 5,000 square feet or greater.
3. Landscaping associated with new and existing construction of buildings over 5,000 square feet or greater than two stories requires the use of a registrant. For non-building/landscape related projects where the improvements are greater than 5,000 square feet in area, a registrant is required.
4. For roof replacements or re-roofs on existing buildings, a qualified registrant is required of all buildings in excess of 5,000 square feet or more than two stories. When a roof is replaced, structural loads during and after installation can change, energy requirements may be affected, drainage conditions can change, etc.

PURCHASING MANUAL
MAURY COUNTY TENNESSEE

Electronic Transactions/Internet Auctions: Pur 22.-Revised 2019

Reference: Tennessee Code/Title 47 Commercial Instruments and Transactions/Chapter 10
Uniform Electronic Transactions; TCA 47-10-101 – Uniform Electronic Transactions Act