

ORDINANCE # 2008 - 35

PUTNAM COUNTY PURCHASING ORDINANCE

AN ORDINANCE AMENDING SECTION 10 OF ORDINANCE NO. 2005-35 RELATING TO OPEN MARKET PURCHASES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (the "BOCC") adopted Ordinance No. 2005-35 on September 13, 2005; and

WHEREAS, the BOCC desires to amend Section 10 of such Ordinance.

BE IT ORDAINED by the Board of County Commissioners Putnam County, Florida, in a meeting assembled on the 14<sup>th</sup> day of October, 2008, that:

- 1. Section 10 of Ordinance No. 2005-35 is hereby amended to read in its entirety as follows:

**"10. OPEN MARKET PROCEDURES**

All purchases of Supplies and Contractual Services whose estimated value is \$25,000.00 or less may be made in the open market without newspaper advertisement and without observing formal bidding or sales procedures. All open market purchases (except for petty cash purchases) shall only be made by a Purchase Order or by a Purchasing Card.

- (a) Open market purchases shall be made as follows:

<u>Purchase Price</u>	<u>Quotes(s) Required</u>
\$500.00 or less	None
Over \$500.00 up to \$3,000.00	2 oral or written quotes
Over \$3,000.00 up to \$25,000.00	3 written quotes

2008 OCT 23 AM 9:25  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA

FILED

- (b) The individual department shall obtain and keep a record of all quotes used or received for purchases up to \$3,000.00.
- (c) The General Services Department shall obtain and keep a record of all written quotes used or received for purchases over \$3,000.00.
- (d) The General Services Department shall ensure that a current list of bidders and suppliers is utilized."

*mk*

2. Ordinance No. 2006-29 is hereby repealed. Ordinance No. 2005-35, as herein amended, shall continue in full force and effect.
3. This Ordinance shall take effect immediately upon receipt of acknowledgment of filing by the Department of State.

DONE, ORDERED AND ADOPTED this 14<sup>th</sup> day of October, 2008.

BOARD OF COUNTY COMMISSIONERS  
PUTNAM COUNTY, FLORIDA

BY:

  
Hermon L. Somers, Jr., Chairman

ATTEST:

  
Tim Smith, Clerk of Courts  
