POLICY:

a. The Board of County Commissioners may waive the bid requirement and approve a vendor as the sole provider of an item or service if no other vendor is able to provide either the same item or service or a comparable substitute.

b. Specifications for the purchase of an item or service will describe the minimum requirements necessary for the item or service to meet the Department/Office/Division needs. Departments/Offices/Divisions will not use specifications that unnecessarily restrict the ability of a vendor to qualify as a source of the item or service being purchased.

PROCEDURE:

a. When an item or service is available from only one vendor, a Department/Office/Division Director/Acting Director or his/her designee may request that the vendor be designated a sole source.

1. Purchases between $5,000 and $10,000

    a. Attach a sole source memo addressed to the Department/Office Director overseeing the Division along with a letter from the vendor stating that they are a sole source supplier of the referenced item or service when entering the requisition through the online system.

    b. The Department/Office Director/Acting Director will review the information submitted by the requesting Division and may waive the quote requirement by approving the requisition through the online system. Electronic approval by the Department/Office Director/Acting Director is required for all sole source requests submitted by a Division.

2. Purchases between $10,000 and $25,000

    a. Attach a sole source memo addressed to the Department of Management & Budget with a letter from the vendor stating that they are a sole source supplier of the referenced item or serviceElectronic approval by the Department/Office Director/Acting Director is required for all sole source requests submitted by a Division.

    b. The Department of Management & Budget will review the information submitted by the Department/Office/Division and may, with the approval of the County Administrator or his/her Designee, waive the quote requirement by approving the requisition through the online system. Electronic approval is required from the County Administrator or his/her Designee for all purchases between $10,000 and $25,000.

3. Purchases totaling $25,000 or more

    a. Attach a sole source memo addressed to the Department of Management & Budget with a letter from the vendor stating that they are a sole source supplier of the referenced item or service when entering the requisition through the online system. .

    b. The request will be reviewed by the Department of Management & Budget Director and if approved will be placed on the Board of County Commissioners meeting agenda for approval. When approved by the Board of County Commissioners the bid requirement will be waived, but all other purchasing requirements will continue to apply.

    c. When entering the requisition in the online system, include the Board approval date and item number in the description.

4. If the sole source request is not approved, the requisition will be denied through the online system. The requesting department will be notified by the denier.

5. The sole source designation will be effective through the end of the fiscal year in which the request is approved, unless otherwise noted and approved on request.

    a. If a new Vendor is identified at any time during the sole source exemption period, the exemption will automatically terminate and the Department/Office/Division will ask the Purchasing Section in the Department of Managements and Budget to obtain bids or quotes for all subsequent purchases from the available Vendors as required by the normal purchasing regulation.

    b. If no new Vendors are identified during the exemption period, the Department/Office/Division may request extension of the exemption period through the following fiscal year by following the steps described above.

    c. Purchases of the following items and services are exempted from the bid and quote requirements as sole source purchases:. .

        1. Purchases of all library materials by the Library Services Division and related activities including acquisition, cataloging, processing, membership and interlibrary.
        2. Utilizing an original source provider for future maintenance, repair or part replacement to ensure protection of warranty and consistency of service.

3. Purchases of advertising by the Citrus County Visitors Bureau including but not limited to outdoor, print, online, and broadcast.

Requisitions under $25,000 for such items and services may be approved by the County Administrator or his/her designee. Requisitions for such items and services over $25,000 must be approved by the Board of County Commissioners.

FOOTNOTES & REFERENCES TO RELATED AR's. Supersedes AR 9.01.07-2 dated March 11, 2003; AR 9.01.07-1 December 18, 2001; AR 09.01-.07-3 dated August 10, 2004; AR: 9.01.07-4 dated October 25, 2005, AR 9.01.07-5 dated August 12, 2008, AR 9.14 dated April 27, 2010; AR 9.14-1 dated July 10, 2012, AR 9.14-2 dated March 10, 2015.