

# PROCUREMENT ORDINANCE & MANUAL REVISIONS



# AGENDA



Cybersecurity/Critical Infrastructure



Thresholds



Local Preference



CIP Project Contingency



Procurement Selection Committee

# CYBERSECURITY/ CRITICAL INFRASTRUCTURE

**F.S. 119.07 Sensitive Security Information  
may be withheld from the Public Record:**

- Limited Access to Sensitive Information in Public Bids
- Sensitive Information will not be attached to BOCC approval item

# THRESHOLDS

Type	From	To
Single Quote	\$2,500 (NTE)	\$5,000 (NTE)
Three Quotes	\$34,999.99 (NTE)	\$50,000 (NTE)
Non-Contract Blanket Purchase Order (BPO) & Single Transaction Limit	\$2,500/\$10,000	\$5,000/\$10,000
Advertised Bidding Requirement (ABR)	\$35,000+	\$50,000+

# THRESHOLDS

County (Population; Proximity)		ABR
Charlotte		\$50,000+
Okaloosa		\$50,000+
Pasco		\$100,000+
Citrus		\$35,000+

# LOCAL PREFERENCE

## **Sec. 2-111. Local bidder or procurement preference.**

### *(a) Local preference in purchasing and contracting.*

- (1) In bidding for, or letting contracts for procurement of, supplies, materials, equipment, and services, as described in the purchasing policies of the county, the board of county commissioners may give a preference to local businesses in making purchases or awarding contracts in an amount not to exceed:
  - a. Five (5) percent of the local business' total bid price if the cost differential does not exceed ten thousand dollars (\$10,000.00) for procurement activities in amounts over ~~thirty-five~~fifty thousand dollars (~~\$50~~35,000.00); ~~or~~
  - b. ~~Three (3) percent if the cost differential does not exceed one thousand dollars (\$1,000.00) for procurement activities in amounts more than ten thousand dollars (\$10,000.00) but less than thirty-five thousand dollars (\$35,000.00).~~

# Project Contingency

- Applies to Capital Improvement Projects (CIP)
- Capital Improvement Projects must have contingencies built into a project for each phase to account for unknowns; contingency value diminishes from project phase inception, which can be as high as 25%, through project phase completion.
- Contingency allowance is added to a contract, and both are subsequently approved by the Board of County Commissioners.
- County staff is authorized to use contingencies if conditions encountered in field necessitate cost modifications.

# UTILIZING CONTINGENCY FUNDS

Step 1: Matter is discovered, discussed by contractor and County and Engineer of Record, as appropriate, and verbally agreed that an issue exists in the field.



Step 2: If mutually agreed by the County and Engineer of Record, as appropriate, a request for cost with supporting documentation in written form that summarizes the pay item modification(s) to the contract, and the County and Engineer's approval, is submitted to Procurement for review and approval.



# UTILIZING CONTINGENCY FUNDS

Step 2a: If Net change is zero/does not affect the contingency, approval is recommended by inspection staff and submitted to the project manager for review and processing using CO process.

OR

Step 2b: If net change affects contingency account, a Contingency Allowance Authorization (CAA) is developed, reviewed & approved by the project construction engineering inspector or engineer of record , the contractor, the project manager, the Department Director, and the Chief Procurement Officer. Said CAA form is executed by CPO via a Change Order.

2a & 2b, If a budget amendment is required, the procedures of OMB shall apply.

## UTILIZING CONTINGENCY FUNDS

Step 3: Upon contract completion, the CAA is placed on BOCC agenda for approval as part of the Final Pay Application.

# Procurement Selection Committee

- Established for Request for Qualifications/Proposals
- Members might include:
  - Project Manager
  - Grants Management if applicable
  - Finance, either Clerk or BOCC
  - Technical Expert if PM is not TE
  - Engineer/Architect of Record
  - Others
- Procurement Facilitator

# Procurement Selection Committee

- Selection Criteria identified in Solicitation
- Professional Services will be evaluated as defined by Section 287.055 Fla. Stat.,
- Written/Oral
- Selection/Negotiation
- Committee recommendation brought to BOCC for Approval

THANK YOU

