

**ORDINANCE NO. 2024-21**

**AN ORDINANCE OF ST. JOHNS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AMENDING ST. JOHNS COUNTY ORDINANCE NO: 2022-22 PURCHASING POLICY ORDINANCE, WHICH SPECIFICALLY AMENDS SECTION 2 DEFINITIONS BY AMENDING THE DEFINITIONS FOR “INFORMAL SOLICITATION,” “LOCAL BUSINESS PREFERENCE,” “PROTEST,” “RESPONSIBLE SUPPLIER/BIDDER/PROPOSER/RESPONDENT,” AND “RESPONSIVE/BID/PROPOSAL/QUOTE/RESPONSE”; AND PROVIDING A DEFINITION FOR “RESPONDENT”; AND AMENDS SECTION 3 ORGANIZATION TO PROVIDE FOR THE RECENT ADMINISTRATIVE CHANGES; AND AMENDS SECTION 16.3 LOCAL BUSINESS PREFERENCES REVISING THE APPLICABILITY OF LOCAL PREFERENCE TO PRICE-BASED SMALL PURCHASES ONLY; REVISES ALL REFERENCES OF THE “PURCHASING DIVISION” TO “PURCHASING DEPARTMENT”; REVISES ALL REFERENCES OF THE “ASSISTANT DIRECTOR OF PURCHASING AND CONTRACTS” TO “PURCHASING DIRECTOR” AND MAKING FINDINGS OF FACT; PROVIDING FOR INCLUSION IN THE ORDINANCE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on March 17, 2022, the Board of County Commissioners for St. Johns County (“Board”) passed and adopted the St. Johns County Purchasing Policy Ordinance No: 2022-22, to take effect on July 1, 2022, which established a new purchasing policy to provide for more effective procurement and contracting operations; and

**WHEREAS**, there have been organizational changes, including appointment of a Purchasing Director, and establishment of the Purchasing Department as a separate County Department, which necessitate changes to the Policy; and

**WHEREAS**, there are definitions included in the Policy, which must be revised in order to appropriately apply to the County’s procurement and contracting operations; and

**WHEREAS**, the Local Preference Policy, which was originally established in 2019, under the previous Purchasing Procedure Manual (“Manual”) is a cumbersome administrative process that does not provide the benefit to local businesses as originally intended and is changed to maximize its effectiveness for local businesses, and

**WHEREAS**, the Board has found it to be in the best interest of the County and necessary to adopt a revised Purchasing Ordinance, for the Purchasing Policy; and

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, THAT:**

**Section 1:** The above Recitals are hereby adopted as findings of fact by the Board, and incorporated into this Ordinance.

**Section 2:** All references to the “Assistant Director of Purchasing and Contracts” are hereby revised to “Purchasing Director”.

**Section 3:** All references to the “Purchasing Division” are hereby revised to “Purchasing Department”.

**Section 4:** Section 2 – Definitions, is hereby revised to update and add definitions as shown below:

1. **Addendum** – A written change, addition, alteration, correction, or revision to a solicitation or contract document (most commonly used in reference to a solicitation).
2. **Advertisement** – A public notice of a formal solicitation issued by the County, required by law or policy.
3. **Amendment** – A document providing the written modification to a previously issued Contract, adding, revising, replacing, or removing terms and conditions or provisions of the Contract.
4. **Asset** - Fixtures and other tangible personal property of a non-consumable nature, the value of which is \$1,000.00 or more, and the normal expected life of which is one year or longer.
5. **Best Value Procurement** – A method of procurement that considers factors in addition to price to accomplish the highest and most effective solution to the County’s need, accomplished through Formal and Informal Solicitations.
6. **Bid** - A response submitted by a Bidder to an Invitation for Bids.
7. **Bid Bond** – A surety bond issued by an insurance company, accompanied by a monetary commitment, by which a third party ‘surety’ accepts liability and guarantees that the bidder will undertake the contract according to the terms of the Invitation for Bids.
8. **Bid Security** – A bond or deposit which guarantees a Bidder, if awarded, will honor their Bid as submitted; may be in the form of a certified or cashier’s check in an amount specified in the Bid, or a Bid Bond.
9. **Bidder** - A supplier who has submitted a response to an Invitation for Bids.
10. **Blanket Purchase Order** – A purchase order issued for a specific item(s) to be delivered over a given period and for a definite amount of funds.
11. **Board** – refers to the Board of County Commissioners of St. Johns County, Florida
12. **Change Order** – A document providing the written modification to a previously issued Contract, adjusting contract price, scope of work, or completion time.
13. **Construction Contract** – A written agreement with a Contractor to build, alter, repair, improve, or demolish any structure, facility, building or other public improvement or infrastructure.
14. **Construction Manager at Risk (CMAR) Contract** - Contract in which the County engages a Construction Manager to deliver a project within a Guaranteed Maximum Price

(GMP), under which the Construction Manager is responsible for the successful, timely, and economical completion of the construction project.

15. **Consultant** – A Supplier that possesses unique qualifications that allow them to provide specialized advisory services as an independent third-party, usually for a fee.
16. **Consultants’ Competitive Negotiation Act** – Florida Statute § 287.055, governing the procurement of professional services, including engineers, architects, surveyors and landscape architects, commonly referred to as “CCNA”.
17. **Continuing Contract** – Contract for professional services in which task orders will be issued for each individual project, as defined under and in accordance with provisions of CCNA.
18. **Contractor** – A Supplier that has been contracted by the County to provide goods, services or construction.
19. **Cooperative Procurement** –When two or more entities combine their requirements through a single solicitation to obtain advantages of volume purchases, including administrative savings.
20. **County** – refers to St. Johns County, a political subdivision of the State of Florida. Also referred to as “Owner” in this Policy and in some Contracts.
21. **Department Head** – The individual of highest authority within a given County User Department, often designated as the Director or Chief.
22. **Design-Bid-Build** - A sourcing method in which the design is completed by the County, or a third-party under a contract, followed by an award of a separate Contract for construction of the project.
23. **Design-Build Contract** – A Contract for the design and construction of a project awarded to a single supplier. The Design-Build Firm oversees and assumes the risk for all phases of design and construction.
24. **Design-Build Firm** – A Supplier as defined under Florida Statute § 287.055(2)(h), to whom a Design-Build Contract is issued and who is responsible for the performance of the contract requirements including all phases of design and construction.
25. **Discount** - An allowance, reduction, or deduction from a selling price or list price extended by a Supplier to the County.
26. **Emergency Purchase** – A purchase or contract for goods or services issued under partial or waived procurement processes due to an urgent situation in which there is an imminent threat to the health, welfare, safety, property or other substantial loss to the County, or the conservation of public resources is at risk.
27. **Entity** – Refers to a public sector organization or agency.

- 28. Equipment** – Tools, devices, machines, apparatus, hardware, fixtures, and vehicles that are used to assist in achieving a particular purpose and have an initial value of \$1,000 or more and a life expectancy of at least one year.
- 29. Federal** – Refers to any agency, department, or branch of the United States government.
- 30. Formal Solicitation** – A procurement in which the value is above the designated threshold of \$250,000 which must be accomplished through an Invitation for Bids, Request for Proposals, Request for Qualifications, or Invitation to Negotiate, must be publicly advertised, and responses must be submitted in a sealed package and are opened in public at a specified date and time.
- 31. General Services (Non-Professional Services)** – Support services performed by a Supplier which may require specialized knowledge, experience or skills that includes, but is not limited to janitorial services, security services, grounds maintenance, and equipment maintenance, which may or may not require specific licenses, certifications, other professional designations or specialized training that are required for the operations of the County.
- 32. Good(s)** – Tangible items other than real property, construction, or services, such as repair parts, equipment, and office supplies. Unless otherwise state the Uniform Commercial Code (UCC) applies to procurement of goods.
- 33. Grant** – Funds given (granted) by one entity to another entity for a particular purpose.
- 34. Grantor** – The entity that provides the grant funds.
- 35. Indefinite Delivery/Indefinite Quantity Contract** - Contract that provides for the delivery of indefinite quantities, within stated limits, of goods or services to be furnished during a fixed period, with deliveries, quantities, and/or performance to be scheduled by placing orders with the Contractor.
- 36. Informal Solicitation** – A competitive request for quotes or proposals that does not require advertisement, public opening or responses to be submitted in a sealed package. Issued when cost is less than designated threshold of \$250,000, wherein award may be decided by lowest price, or by Best Value.
- 37. Invitation for Bids (IFB)** – A written Formal Solicitation for competitive sealed Bids for the acquisition of goods, construction, or services by the County in which price is the basis for award.
- 38. Invitation to Negotiate** - A written Formal Solicitation for competitive sealed Proposals intended to determine the best method for achieving a specific goal or solving a particular problem in which price is one of several criteria as the basis of award, and which allows for negotiations with one or more Proposers concurrently in order for the County to achieve best value.
- 39. Liquidated Damages** – Damages in the form of a monetary payment, agreed to by the parties to a contract, to be paid by the party that breaches or defaults all or part of the contract, to the other party to the contract. Liquidated damages may not be imposed as an arbitrary penalty.



40. **Lobbying** – Activities by an individual seeking to influence the Board, County staff or County representatives in their decision-making process.
41. **Local Business** – A business having its principal place of business and mailing address within the geographic boundaries of St. Johns County, Florida, and meeting the requirements for consideration of a Local Business as provided in this Policy.
42. **Local Business Preference** – Additional (preferential) consideration for award given to a Local Business in Informal Solicitations which are awarded based on price.
43. **Micro Purchases** – Purchases in which the aggregate total for the purchase is equal to or less than \$10,000.
44. **Minority/Disadvantaged/Women Owned Business Enterprise** – A Supplier currently certified by an acceptable Entity to be at least fifty-one percent (51%) owned by minority persons who are members of a group that is of a particular race, ethnic or gender makeup or national origin which has historically been subjected to disparate treatment due to identification in and with that group resulting in under representation of commercial enterprises and whose management and daily operations are controlled by such persons.
45. **Multi-Year Contract** – A Contract for goods, services or construction that extends beyond a period of one year either within the Initial Term, or through the exercise of any available Renewal Term of the Contract, containing provisions for termination for convenience or non-appropriation.
46. **NIGP The Institute for Public Procurement** – An international non-profit organization supporting and elevating the public procurement profession through global values, principles, and standards of practice.
47. **Owner Direct Purchases** – The direct purchase of equipment, materials and/or supplies by the County in order to achieve sales tax savings where such equipment, materials and/or supplies are included in the cost of a construction project in accordance with Rule 12A-1.094, Florida Administrative Code.
48. **Partial Payment or Progress Payment** – A timed sequence of payments made during the performance of a Contract or periodic payments made over the life of a Contract that allow the Supplier to submit invoices for payment as progress is made in performing the contract.
49. **Payment Bond** – A surety bond issued by an insurance company, after award of a Contract, and posted by a Contractor to guarantee that all subcontractors, laborers, and suppliers utilized under a Contract will be paid for the satisfactory completion of work performed.
50. **Performance Bond** – A surety bond issued by an insurance company and posted by a Contractor after award of a Contract, to guarantee satisfactory completion of the work under the awarded Contract.
51. **Piggyback** – A form of cooperative purchasing in which an entity will be extended the pricing and terms of a contract entered into by another entity that has competitively awarded a contract that includes language allowing other entities to utilize the contract.

- 52. Professional Services (CCNA)** – Those services within the scope of practice of Professional Architecture, Landscaping Architecture, Engineering, or Registered Land Surveying as defined in Florida Statute § 287.055 or those performed by any professional architect, landscape architect, engineer, or registered land surveyor, in connection with their professional employment or practice.
- 53. Professional Services (Non-CCNA)** - Professional services other than those defined in Florida Statute § 287.055, that require personal licensure, certifications, other professional designations, or specialized training in order to perform the services within their profession such as appraisal services, training, accounting, and medical services.
- 54. Proposal** – An offer by a Supplier to provide goods, services, or construction in response to a Solicitation by the County.
- 55. Proposer** – A Supplier who has submitted a proposal in response to a formal or informal Request for Proposals.
- 56. Protest** – A written objection by an interested party to ~~a solicitation or award of a Contract~~ the **County’s posted Notice of Intent to Award, related to a solicitation with the intention of receiving a remedial result.**
- 57. Public Construction Bond** – A surety bond issued by an insurance company and posted by a Contractor after award of a Contract, conditioned upon the Contractor’s performance of the work in the time and manner prescribed in the Contract and promptly making payments to all subcontractors, laborers, and material suppliers for prosecution of the work under the Contract.
- 58. Public-Private Partnership (also referred to as P3)** – A public facility or infrastructure Contract between a Supplier and Entity which includes components of design and build, and may include components of financing, operations, maintenance or management into a single Contract, where the Supplier may assess fees to users of the facility or from taxpayers over the term of the Contract.
- 59. Purchase Order** – The County’s written document issued to a Supplier formalizing all the terms and conditions of a transaction, such as a description of the requested items, cost of items being purchased, delivery schedule, terms of payment, and transportation. May also be used as an internal instrument to encumber funds for the purchase of, or contract for the provision of goods, services, or construction.
- 60. Quote** – An offer by a Supplier to provide goods or services to the County, which may be written or verbal, and is the sourcing method used for purchases for which the cost is less than the threshold for Formal Solicitation.
- 61. Rental/Lease Contracts** - Contracts for the temporary use of items such as equipment and vehicles and whereby the County agrees to use the property owned by the supplier for a specified period of time for a specified amount.
- 62. Request for Information/Letters of Interest** – A written solicitation for information regarding products, services or solutions that are available in the market to solve a problem or meet a need for the County. May also include a request for a Letter of Interest from Suppliers regarding an upcoming solicitation for Proposals.

63. Request for Proposals (RFP) – A written Formal Solicitation for competitive sealed proposals in which price is one of several criteria considered in the evaluation to determine the proposer(s) who presents the best value to the County.
64. Request for Qualifications (RFQ) – A written Formal Solicitation of Supplier qualifications in which price is NOT a criterion considered in the evaluation to determine the Supplier(s) best qualified to provide the requirements of the solicitation.
65. Request for Quotes (RFq) – A written request to Suppliers which includes a description of the goods or services needed, and which Suppliers submit pricing and other pertinent information required to make a purchase. Award of the purchase may be based on price, quality, delivery, service, past performance, and reliability.
66. Requesting or User Department – The County Department that identifies a need for goods, services, or construction and generally, is the recipient and/or user of the needed good or service, and serves as the County’s Project Management Team for a construction project.
68. **Respondent – A Supplier who submits a response to a Request for Qualifications.**
69. **Response** – A general term used for the submission by a Supplier in response to the County’s Informal and Formal Solicitations (see Bid, Proposal, Quote).
70. **Responsible Supplier/Bidder/Proposer/Respondent – A Supplier, Bidder, Proposer, or Respondent that has submitted a Response to an Informal or Formal Solicitation, that is deemed to be** capable of performing in all respects to fulfill the Contract requirements, which includes, but is not limited to possessing any and all required licenses and/or certifications, ability to perform, experience, reliability, capacity, credit, facilities, equipment, and other requirements determined by the County to be necessary to meet the contractual obligations.
71. **Responsive Bid/Proposal/Quote/Response** – A Bid, Proposal, Quote **or Response** that conforms to all mandatory or essential requirements contained in the Solicitation.
72. **Reverse Auction** – An online auction in which pre-qualified Bidders submit one or more bids against each other to win an Entity’s business.
73. **Service(s)** – The furnishing of labor, time, or effort by a Supplier to provide a specific function, role, or task for the County, which may involve to a lesser degree, the delivery or supply of products. The Uniform Commercial Code (UCC) does not apply to procurement of services.
74. **Small Purchases** – Those purchases in which the aggregate total for the purchase is more than \$10,000 and less than or equal to \$250,000.
75. **Single Source** – A non-competitive method of procurement used when a Proposal is obtained from only one Supplier to provide goods or services needed due to standardization, warranty or other factors, even though competitive sources may be available.

- 76. Sole Source** -A non-competitive method of procurement used when only one Supplier possesses the unique ability or capability to meet the particular requirements of the County, only one Supplier is practicably available. This is generally used when a particular product and/or manufacturer is required based on existing system, or if a manufacturer has a designated dealer to sell the goods or services.
- 77. Specifications/Scope of Work** – A precise description of the physical characteristics, quality, requirements and/or desired outcomes of a good or service to be procured, which a Supplier must be able to produce or deliver to be considered for award of a Contract. Detailed specifications include the scope of the work required.
- 78. Statute** – Refers to the Florida Statutes unless otherwise denoted.
- 79. Standardization** – The establishment of a single specification or manufacturer’s product(s) for a good, range of goods or service for use by the County.
- 80. Subcontractor** – A Supplier engaged by a Contractor to perform part, or all, of its contractual obligation.
- 81. Supplier** – Any individual, firm, partnership, corporation, association, or other legal entity that provides something of need such as construction, goods or services.
- 82. Surplus** – County property that is obsolete, no longer needed and not required for a foreseeable need, or that continued use of is uneconomical or inefficient, which is designated for disposal through auction, bid, sale, donation, destruction or abandonment in accordance with Florida Statute § 274.06.
- 83. Task Order** - A document issued to a Contractor or Consultant under the terms and conditions of a Contract that authorizes performance or completion of a specific project or scope of work within a specified schedule for a specified fee.
- 84. Termination for Cause (Default)** – A contract clause that allows the Contract to be ended by either party, in whole or in part, due to failure by the other party to satisfactorily perform in accordance with the requirements of the Contract.
- 85. Termination for Convenience** – A contract clause that allows all or part of the Contract to be ended unilaterally at the discretion of the County with no reflection on the contractor’s performance.
- 86. Termination for Non-Appropriation of Funds** – A contract clause that the County has no obligation to continue the contract in future years unless money is lawfully appropriated and allows all or part of the Contract to be ended unilaterally at the discretion of the County if funding to enable the continuance is not appropriated or made available.
- 87. Unsolicited Proposal** – A written Proposal submitted to the County on the initiative of a Supplier, not in response to a request by the County.

**Section 5:** The first paragraph of Section 3 – **Organization** is hereby revised as follows:

The Purchasing ~~Division~~Department is under the direction of the ~~Assistant Director of Purchasing & Contracts~~ Purchasing Director who shall serve as the Chief Procurement



Officer for the County, unless otherwise delegated by the County Administrator. The ~~Assistant Director of Purchasing & Contracts~~ Purchasing Director reports directly to the ~~Director of the Office of Management and Budget (OMB)~~ Deputy County Administrator.

In its role, the Purchasing ~~Division~~ Department is responsible for the administration of all procurement and contracting activities associated with the acquisition of goods, services and construction, which includes, but is not limited to developing and enforcing policies and procedures, facilitating fair and open solicitations, providing information to the supplier community regarding contracting opportunities and doing business with the County, providing guidance to County staff in all aspects of procurement processes, advising departments in procurement strategies and specification preparation, and working collaboratively with User Departments to perform contract administration for all contracts awarded by the County.

In fulfilling its role, the Purchasing ~~Division~~ Department will administer procurement policies, conduct procurement processes, define how to obtain best value, develop and implement purchase and contracting procedures, manage contract processes, and initiate necessary reporting activities.

The ~~Assistant Director of Purchasing & Contracts~~ Purchasing Director has the responsibility of overseeing and managing the procurement and contracting activities throughout the County. Other responsibilities of the ~~Assistant Director of Purchasing & Contracts~~ Purchasing Director include, but are not limited to:

- Develop procurement and contracting objectives, policies, programs, and procedures for the acquisition of equipment, goods, supplies, services, construction, professional services, and disposal of surplus.
- Act as the County Administrator's representative and designee on matters pertaining to purchasing and contracts.
- Initiate reports necessary for analysis of the Purchasing ~~Division~~ Department's performance.
- Oversee the facilitation of informal and formal solicitations.
- Facilitate or oversee negotiations for Contracts to ensure best value for the County.
- Interpretation and application of Laws as they relate to procurement and contracting activities.
- Implementation and enforcement of procurement policies and procedures for procurement and contracting activities.
- Arrange for the disposal of surplus goods.
- Work with other requesting departments and users to promote goodwill between the County and its suppliers.
- Prepare and submit annual operating budgets for the Purchasing ~~Division~~ Department.

- Oversee the administration of all contracts to ensure quality performance and compliance with all Laws governing purchasing and contracts for goods, services and construction.
- Administration and management of the County's P-Card Program.

**Section 6:** Subsection 16.3 Local Business Preferences is hereby revised as follows:

### **16.3 Local Business Preferences**

16.3.1 Any Supplier seeking to be recognized as a Local Business for purposes of this local business preference provision must provide supporting documentation that they meet the definition of a Local Business. A Local Business is a Supplier that meets all of the following criteria:

- Must have a physical, brick and mortar place of business located within the geographic boundaries of St. Johns County for a period of at least twelve (12) months prior to the issuance of a solicitation. Post Office boxes are not an acceptable physical address.
- Must have the physical mailing address of the above place of business registered with the Florida Department of State Division of Corporations ([www.Sunbiz.org](http://www.Sunbiz.org)) as its principal place of business for a minimum of twelve months.
- Must have operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least twelve (12) months.
- Must have a current and valid Local Business Tax Receipt issued by the St. Johns County Tax Collector.
- Must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least twelve (12) months prior to the issuance of the solicitation, unless Supplier is otherwise exempt from the requirement of a Local Business Tax Receipt in St. Johns County.
- For construction and services (excluding professional services), **in addition to qualifying as a Local Business, Supplier must self-perform, or have performed by subcontractors that qualify as Local Businesses,** a minimum of fifty percent (50%) of all work specified in the solicitation ~~must be performed with local resources.~~

**16.3.1.1 The County's Local Preference shall only be applied to Informal Solicitations for Small Purchases, where consideration for award is price based (i.e. Request for Quotes), and shall not apply to Small Purchases where the consideration for award is best value (i.e. price and other factors), or to Formal Solicitations.** Except where otherwise provided by federal or State law, or other funding source restrictions, in the procurement of goods, services, and construction services, the County shall give preference to local businesses in the following manner:

16.3.2 Preference in Request for Quotes ~~and Competitive Sealed Bids~~ **(Price Based)**.

In the procurement of goods, construction, or services through Requests for Quotes ~~or Invitations for Bids~~, except as prohibited by Law, or grant funding, St. Johns County shall give a preference and make a recommendation for award to a qualified local ~~Bidder~~ **Supplier** if the lowest ~~bid~~ **Quote** from a responsive and responsible qualified local business(s) is no more than ten percent (10%) higher than the lowest ~~bid~~ **Quote** submitted by a responsive and responsible



~~Bidder-Supplier~~ that does not qualify as a Local Business, and the qualified local Bidder responds to the Purchasing Division's notice of such and submits a revised bid price that matches the lowest bid within forty-eight (48) hours of notice by Purchasing.

~~16.3.3 Preference in Requests for Proposals or Requests for Qualifications:~~

~~In the procurement of goods, construction, or services, through Requests for Proposals and Requests for Qualifications, except as prohibited by Law or grant funding, St. Johns County shall include a criterion for the evaluation of responses awarding ten (10) points for any qualifying local business. The points for local business shall be determined and provided to evaluators by the Purchasing Division. In solicitations where multiple stages of evaluation may be included, local preference shall only be included in the initial technical evaluation.~~

~~16.3.4 Preference in Single or Sole Source Procurements:~~

~~In the purchase of goods, construction, or services through a single source or sole source procurement, St. Johns County may include consideration for local businesses in the evaluation and award decision for those purchases that do not include elements of a proprietary nature or other factors which would preclude multiple responses.~~

**Section 7:** The remaining portions of St. Johns County Ordinance No. 2022-22 shall remain in full force and effect.

**Section 8:** Severance Clause. It is the intent of the Board of County Commissioners of St. Johns County, and is hereby provided, that if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining sections, subsections, sentences, clauses, phrases, or provision of this Ordinance.

**Section 9:** Effective Date.

- A. This Ordinance shall take effect upon adoption by the Board.
- B. This Ordinance shall be filed with the Department of the State of Florida.

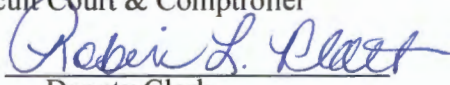
PASSED AND ENACTED by the Board of County Commissioners of St. Johns County, Florida, this 7th day of May, 2024.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

Rendition Date MAY 09 2024

By:   
Sarah Arnold, Chair

ATTEST: Brandon J. Patty, Clerk of the  
Circuit Court & Comptroller

By:   
Deputy Clerk

Effective Date: MAY 07 2024



# LOCALIQ FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

## AFFIDAVIT OF PUBLICATION

Brandon Patty, Clerk of Circuit Attn: Artricia Allen Deputy Clerk  
CLERK OF THE COURTS  
Minutes And Records  
500 San Sebastian View

Saint Augustine FL 32084

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

04/25/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 04/25/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$144.80  
Order No: 10102428 # of Copies:  
Customer No: 764114 1  
PO #:

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

KEEGAN MORAN  
Notary Public  
State of Wisconsin

### NOTICE OF PUBLIC HEARING OF THE ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of St. Johns County, Florida, will hold a public hearing to consider adoption of the following ordinance at a regular meeting on **Monday, May 7, 2024, at 9:00 am** in the County Auditorium at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida.

### AN ORDINANCE OF ST. JOHNS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AMENDING ST. JOHNS COUNTY ORDINANCE NO. 2022-22 PURCHASING POLICY ORDINANCE, WHICH SPECIFICALLY AMENDS SECTION 2 DEFINITIONS BY AMENDING THE DEFINITIONS FOR "INFORMAL SOLICITATION," "LOCAL BUSINESS PREFERENCE," "PROTEST," "RESPONSIBLE SUPPLIER/BIDDER/ PROPOSER/ RESPONDENT," AND "RESPONSIVE/BID/PROPOSAL/QUOTE/ RESPONSE"; AND PROVIDING A DEFINITION FOR "RESPONDENT"; AND AMENDING SECTION 3 ORGANIZATION TO PROVIDE FOR THE RECENT ADMINISTRATIVE CHANGES, AND AMENDING SECTION 103 LOCAL BUSINESS PREFERENCES REVISING THE APPLICABILITY OF LOCAL PREFERENCE TO PRICE BASED SMALL PURCHASES ONLY; REVISES ALL REFERENCES OF THE "PURCHASING DIVISION" TO "PURCHASING DEPARTMENT"; REVISES ALL REFERENCES OF THE "ASSISTANT DIRECTOR OF PURCHASING AND CONTRACTS" TO "PURCHASING DIRECTOR"; AND MAKING FINDINGS OF FACT; PROVIDING FOR INCLUSION IN THE ORDINANCE PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

The proposed ordinance is on file in the office of the Clerk of the Board of County Commissioners at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida, and may be examined by interested parties prior to the next public hearing. Please take note that the proposed ordinance is subject to revision prior to hearing or adoption. All parties having any interest in this ordinance will be afforded an opportunity to be heard at the public hearing.

If a person desires to consult any decision made with respect to any matter considered at the hearing, such person will need a record of the proceedings, and for such purpose, notice may need to be filed in the verbatim record of the proceedings is made, which record includes the testimony and evidence submitted in the hearing.

NOTICE TO PERSONS NEEDING SPECIAL ACCOMMODATIONS AND TO ALL HEARING IMPAIRED PERSONS: In accordance with the Americans with Disabilities Act, persons needing a special accommodation to testify at the public hearing should contact ADA Coordinator at 904.209.9400 or at the Facilities Management Department, 2114 Gable Road, St. Augustine, FL 32084. For hearing impaired individuals, Florida Relay Service: 1-800-955-8770, toll free, 24 hours prior to the date of this hearing.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA  
By: BRANDON J. PATTY, ITS CLERK  
By: ARTRICIA K. ALLEN, Deputy Clerk

Pub: Apr 25, 2024 #10102428





**FLORIDA DEPARTMENT of STATE**

**RON DESANTIS**  
Governor

**CORD BYRD**  
Secretary of State

May 13, 2024

Honorable Brandon Patty  
Clerk of Courts  
St. Johns County  
500 San Sebastian View  
St. Augustine, FL 32084

FILED MAY 13 2024  
St. Johns County  
Clerk of Court

By: *Crystal Smith*  
Deputy Clerk

Dear Honorable Brandon Patty,

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge receipt of your electronic copy of St. Johns County Ordinance No. 2024-21, which was filed in this office on May 13, 2024.

Sincerely,

Matthew Hargreaves  
Administrative Code and Register Director

MJH/wlh