

RESOLUTION NO. 95-51

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA ADOPTING A PROCUREMENT POLICY FOR ST. JOHNS COUNTY'S CDBG PROJECTS.

WHEREAS, the Board of County Commissioners of St. Johns County, Florida is submitting a Community Development Block Grant under the provisions as set forth in Title I of the Housing and Community Development Act of 1974, as amended and revised; and

WHEREAS, the Board of County Commissioners of St. Johns County, Florida recognizes that proper procurement of goods and services paid for in whole or in part by Community Development Block Grant funds is a necessary and desirable goal.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida that this legislative body of St. Johns County, Florida hereby adopts the attached Procurement Policy for goods and services to be paid for out of CDBG funds (Exhibit A).

PASSED AND ADOPTED by the Board of County Commissioners this 14 day of March, 1995.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

By: Barbara Ward
Chairman

ATTEST: CARL "BUD" MARKEL, CLERK

By: Irma Casette
Deputy Clerk

EXHIBIT A

ST. JOHNS COUNTY, FLORIDA

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROCUREMENT POLICY:**

In keeping with the provisions of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.431 and DCA Rule 9B-43, St. Johns County, Florida, hereby establishes this Procurement Policy.

OVERALL GOAL:

The purpose of this Plan is to provide guidelines to the County staff and potential suppliers of goods and services for compliance with state and federal procurement requirements as regards St. Johns County Community Development Block Grant program.

OBJECTIVES:

1. To insure that all state and federal procurement requirements are fulfilled in St. Johns County, Florida's CDBG programs.
2. To promote fair and open competition and insure that low/moderate income, minority and women-owned businesses in the CDBG target areas have an opportunity to compete for CDBG contracts.
3. To provide positive documentation of procurement actions and insure a reliable audit trail for procurements.

CONSISTENCY:

This procurement policy is consistent with the requirements of Section 508 of the Housing and Community Development Act of 1987 which amends Section 104(a) of the Housing and Community Development Act of 1974, 24 CFR Part 85, Section 86.36 and DCA Rule 9B-43, OMB Circular A-102, and Section 290.047(5) and 287.055, (the Consultant's Competitive Negotiations Act), Florida Statutes. This policy supersedes all other procurement policies utilized by St. Johns County, Florida, and sets forth the procedures for procurement that shall be utilized for all procurements related to Community Development Block Grants and upon its adoption by the Board of County Commissioners of St. Johns County, Florida, shall remain in effect until otherwise amended.

PROCEDURES FOR PROCUREMENT:

1. **Procurements for Goods and Services Costing \$3,000 or Less:**

All procurements of goods or services costing less than \$3,000 which are paid for in whole or part by CDBG funds shall be procured using Small Purchase Procedures. These procedures are as follows:

- a. Telephone or written solicitations shall be made to at least 3 providers.
- b. The Small Purchase Memo form (Attachment 1) shall be completed for all procurements under this procurement category. A sufficient description of the required goods or services shall be included to allow qualified providers to compete.
- c. If a provider other than the low cost provider is chosen, provide an explanation for the choice based upon availability, emergency requirement, support, etc.
- d. If the anticipated cost of \$600 or more, a written agreement embodying all provisions and conditions of the procurement shall be required. A signed sales contract or property filled out invoice will fulfill the requirements of this section.

2. **Procurement for Goods and Construction Contracts Costing More than \$3,000.**

All procurements of goods and construction contracts costing more than \$3,000 which are paid for in whole or part by CDBG funds shall be procured using formal invitations to bids. Invitations to bid shall be published in the St. Augustine Record at least 7 days prior to the bid opening date. The sealed bids shall be opened and read publicly at the bid opening date specified in the Invitation to Bid. In addition, an invitation to bid will be mailed to any providers who have requested inclusion on the County's bid list:

- a. Prepare the specifications for the procurement with the assistance of the project engineer, if required.
- b. Advertise the procurement in the St. Augustine Record at least one time, 7 days prior to the bid opening date for procurement costing \$50,000 or less, and two times, beginning 2 weeks prior to the bid opening date for procurements above \$50,000.
- c. Mail direct solicitations to all known providers on the County's bid list.
- d. Open bids publicly.
- e. Prepare a bid tabulation sheet.
- f. Award bids to the lowest qualified bidder based only upon requirements and evaluation factors that are directly related to the price or quality of the commodities or to the ability of the prospective supplier to perform, considering the prospective contractor's record of past performance under CDBG grants.

3. **Procurements for Professional Services Costing More Than \$3,000.**

All procurements for professional services costing more than \$3,000 which are paid for in whole or part by CDBG funds shall be procured using formal requests for proposals as defined in Section 287.012, Florida Statutes. The Request for Proposals (RFP) shall be published in the St. Augustine Record or at least one county newspaper, at least 14 days prior to the bid opening date. The sealed proposals shall be received at the proposal submittal date specified in the RFP. In addition, a RFP will be mailed to any providers who have requested inclusion on the County's bid list:

- a. Prepare the specifications for the procurement including a detailed scope of work.

- b. Advertise the procurement in the St. Augustine Record or at least one county newspaper at least 14 days prior to the bid opening date.
- c. Mail direct solicitations to all known providers on the County's bid list.
- d. Receive proposals on the proposal submittal date specified in the RFP.
- e. Proposals will be evaluated by the Board of County Commissioners of St. Johns County, Florida, after review and recommendations by the County Administrator.
- f. The basis for evaluation shall be outlined in a proposer's evaluation sheet to be completed by the members of the award committee appointed by the County Administrator.
- g. Award professional services contracts to be most qualified proposer in accordance with the Consultant's Competitive Negotiations Act.
- h. Execute professional services contract with all required conditions and Equal Opportunity Statements.

4. **Single Source Solicitations.**

When only one provider responds to either Small Purchase or Formal Bidding or Negotiations procedures, the County shall determine if, in fact, there is no other qualified provider and document in fact. Providers shall be required to conform to DCA limitations on professional services fee regardless of competition. If the County determines that there are qualified providers, it may at its option, issue a new Invitation to Bid or Request for Proposals.

5. **Contracting with Another Government Entity.**

The County may choose to contract with another government entity for goods or services without following Formal Bidding procedures. A written agreement embodying all provisions and conditions of the procurement shall be required for all such solicitations.

ATTACHMENT 1

SMALL PURCHASE MEMO

1. DESCRIBE GOODS OR SERVICES TO BE PROCURED:

2. ESTIMATED COST:

3. PROVIDERS CONTACTED (AND/OR PROPOSALS SUBMITTED) :

4. PRICE QUOTE:

5. AVAILABILITY FOR DELIVERY:

6. PROVIDER CHOSEN:

7. IF NOT LOW BIDDER, STATE REASON FOR CHOICE: _____

8. ATTACH PURCHASE ORDER AND/OR INVOICE.