

**Adopted February 7, 1995**  
**No base document**

## **PURCHASING ORDINANCE**

Be it ordained by the Board of Commissioners of Evans County, Georgia, and it is hereby ordained by the authority of same that with respect to the purchasing policies and procurement of materials, supplies, and services, the following Ordinance is hereby adopted.

### **Section 1: Purpose**

The purpose of this Ordinance is to establish purchasing procedures that will require the purchase of the highest quality of supplies, materials, equipment, and contractual services at the least expense to the county. The purchasing procedures shall encourage competitive purchasing and allow for due consideration to ethical and quality standards and to real value rather than price alone.

### **Section 2: Chief Purchasing Agent**

The County Administrator is the designated Chief Purchasing Agent of the County. All purchase orders and contracts obligating the County for sums of less than Five Thousand Dollars (\$5,000.00) may be executed by the Administrator. All contracts or purchase orders obligating the County for expenditures of sums in excess of Five Thousand Dollars (\$5,000.00) shall be executed by the Chair of the Board as specified herein.

### **Section 3: Purchases in Excess of Five Thousand Dollars (\$5,000.00)**

a) Subject to the subsection (b) below, no contract or purchase order shall be executed which obligates the county for expenditures of sums in excess of Five Thousand Dollars (\$5,000.00) without the approval of the majority of the Board of Commissioners.

(b) The County Administrator and Chairman of the Board of Commissioners shall be authorized to purchase at auction any item up to the sum of \$15,000.00.

(c) The County Administrator, with the approval of the Chairman of the Board of Commissioners, may make emergency purchases without the approval of the majority of the Board of Commissioners when there exists a threat to public health, welfare, or safety requiring immediate action.

### **Section 4: Purchases Less Than Five Thousand Dollars (\$5,000.00)**

The County Administrator shall develop policies and procedures for the purchase of supplies, materials, equipment, and contractual services subject to the following provisions:

- a) Purchases in excess of Five Hundred Dollars (\$500.00) but less than Five Thousand Dollars (\$5,000.00) shall be made subject to three informal bids.
- b) Purchases in excess of Ten Dollars (\$10.00) but less than Five Hundred Dollars (\$500.00) shall be made subject to obtaining proper documentation and department head approval as directed by the County Administrator.
- c) Emergency purchases shall be thoroughly documented as soon as practicable.

**Section 5: Effective Date**

This Ordinance shall take effect and shall be enforced as of the date of amendment.