

STATE OF GEORGIA

COUNTY OF EVANS

EVANS COUNTY PURCHASING ORDINANCE

Amended July 13, 2021

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 Ten Thousand Dollars (\$10,000.00) may be executed by the Administrator. All contracts or purchase orders obligating the County for expenditures of sums in excess of Ten Thousand Dollars (\$10,000.00) shall be executed by the Chair of the Board as specified herein.

Section 3: Purchases in Excess of Ten Thousand Dollars} (\$10,000.00)

- 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 Ten Thousand Dollars (\$10,000.00) 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 authorized amount approved annually by the Board of commissioners.
- 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 Ten Thousand Dollars

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) but less than Ten Thousand Dollars (\$10,000.00) shall be made subject to three informal bids.
- b) Purchases in excess of Fifty Dollars (\$50.00) 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.

This Ordinance, which was originally adopted on the 7th day of February, 1995, amended the 3rd day of August, 2004, and amended the 21st day of May, 2019, and is further amended this 13th day of July, 2021.

Evans County Board of Commissioners

By: 

Tony Lewis, Chairman

Attest: 

Wesley Jenkins, Vice-Chairman