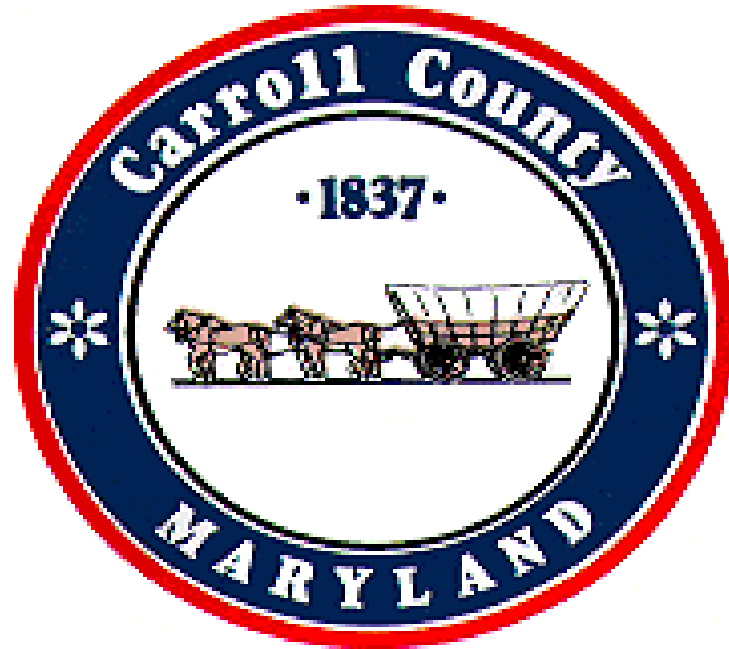


**CARROLL COUNTY MARYLAND
PURCHASING PROCEDURES**



**OFFICE OF THE COMPTROLLER
BUREAU OF PURCHASING**

PURCHASING PROCEDURES

- I. PURCHASE REQUEST (REQUISITION) FORMS (updated 07/01/2020) generate Purchase Orders (Method of Payment for Purchase Orders: Receiving Report updated 07/01/2020) Both forms Purchase Requests and Receiving Reports are available on the intranet.

This form is used by the agency to request the purchase of goods/services, which **exceed Twenty-five Hundred Dollars (\$2500.00)**. The form is to be filled in completely and legibly (form can be filled out online) by the agency and forwarded to the DEPARTMENT OF MANAGEMENT AND BUDGET. A budget analyst approves the funding request and forwards to the BUREAU OF PURCHASING for creation of the Purchase Order for the actual purchase.

- II. CREDIT CARD (COUNTY PROCUREMENT CARD - P-CARD)

The Bureau of Purchasing trains employees on credit card use and maintains credit card accounts for all agencies. Credit card orders are to be used to cover the cost of purchases under \$2500.00. All approval processes need to be followed with the use of the credit card as with any purchase. You may contact your budget analyst directly concerning your agency's funding.

- III. PURCHASES BY DOLLAR AMOUNT

- Purchases under \$2,500.00
 - County agencies authorized personnel may issue orders directly to vendors for goods and services at their discretion, not included under written **term requirement contracts**. All purchases under \$2,500.00 shall be purchased by use of the county procurement card.
- Purchases over \$2,500.00 and under \$10,000.00
 - Price quotes can be obtained by the Bureau of Purchasing or the using agency by contacting a minimum of three (3) vendors. Quotations must be received by vendors in writing by either e-mail, fax or other method. The three (3) written quotes (if obtained by the agency) must accompany the purchase request when forwarded to Purchasing.
- Purchases over \$10,000.00 and under \$25,000.00
 - User agency sends authorized purchase request to Purchasing for price quotations.

- IV. FORMAL ADVERTISED BIDDING

Any expenditure(s) exceeding **Twenty-Five Thousand Dollars (\$25,000.00)** must be processed through the Bureau of Purchasing for formal advertised bidding.

- Purchases of \$25,000.00 and over
 - Purchases of goods and services over \$25,000.00 are typically accomplished by formal advertisement.
 - Formal bids and proposals are posted on the Carroll County Government's website through Public Purchase.
 - Formal bids and proposals are posted on eMaryland Marketplace Advantage (eMMA)
 - Formal bids and proposals are posted on the public bulletin board located outside the Bureau of Purchasing Office in the Carroll County Office Building.
 - Sealed bids and proposals must be properly identified and received on time.

- Current bids, as well as results and awards may be viewed on Purchasing website or by calling (410) 386-2181 or 1-888-302-8978 ext. 2181.
- Pre-Qualification
 - At times, bidders may need to be pre-qualified in order to bid. Vendors may need to be pre-qualified for Engineering and Building Construction projects. Pre-qualification forms may be obtained by contacting Bureau of Engineering, 410-386-2157 or Building Construction, 410-386-2248. Forms can also be obtained by visiting each agency web site.

V. TERM CONTRACTS (Method of Payment: Receiving Reports updated 07/01/2020)

Term contracts shall be used to secure goods/services which are usually “competitively bid” by the Bureau of Purchasing. These goods/services are **pre-determined** for a set period of time and at a set cost. These contracts may be limited to certain county agencies. Please call the Bureau of Purchasing for assistance.

VI. IMMEDIATE ISSUE (payment by Credit card or Receiving Report)

An immediate need requirement is when an agency faces an **unforeseen circumstance**, which requires the goods or services immediately to fulfill the need of the agency. The agency may contact the Bureau of Purchasing to obtain a purchase order number if the vendor requires one.

VII. EMERGENCY PURCHASE (Method of Payment: payment vouchers, credit card, or receiving report if using purchase order number)

Emergency Purchase Definition: A purchase made due to an unexpected and urgent request where health and safety or the conservation of public resources is at risk. Usually formal competitive bidding procedures are waived

A purchase of goods/services **exceeding Twenty-five Hundred Dollars (\$2500.00)** can be obtained by an agency during regular or off-work hours when there exists a “threat to public health, welfare or safety”. The Bureau of Purchasing is prepared to help you locate a vendor(s) in such a situation.

During regular work hours, an agency must contact a budget analyst to obtain approval for an emergency purchase.

During off-work hours, an agency may secure the goods or services immediately and then contact a budget analyst to make them aware of the emergency purchase.

The Bureau of Purchasing requests that whenever possible, a term contract be used to secure the emergency goods/services or call the purchasing agent for a purchase order number.

VIII. SOLE SOURCE PROCUREMENT

A contract may be awarded, without competition, when the **Purchasing Agent** determines there is only one source for the required commodities or services as defined in the Bureau of Purchasing Policy.

Note: **Receiving Report Form:** Used to make partial and final payment to vendors.