## UNION COUNTY PROCUREMENT ORDINANCE RECAP

Purchase orders are required in advance on all purchases, except Procurement Card Purchases. Purchases should not be artificially divided to circumvent the procurement processes.

<table>
<thead>
<tr>
<th>PROCUREMENT TYPE (not currently available)</th>
<th>$ THRESHOLD/SPECIAL CONDITIONS</th>
<th>COMPLIANCE GUIDELINES</th>
</tr>
</thead>
</table>
| Purchase Cards                           | Under $ 500.00                | Cards will be issued in Cardholders' name  
Must be used for legitimate business purposes only  
Not necessary to secure competitive bids, but should have support for selection by having 2-3 vendor prices  
May be used for purchases > $500 provided all other Procurement requirements are met, and made by Procurement Staff/Supervisor/County Council. |

| Quote/Bid Solicitation                   | < $499.99  
$500 - $9,999.99  
$10,000 - $14,999.99  
$15,000 - $49,999.99  
$50,000 - $100,000  
$100,000 - $1,000,000  
Over $1,000,000 | Not necessary to secure competitive bids, but have support selection by 2-3 vendor prices  
Minimum of 3 written quotes, solicited by Department Head  
Formal quotes, solicited by Procurement, authorized by Procurement/Supervisor/Council Chair  
Sealed Bid/Sealed Proposal - awarded to lowest bidder, authorized by Supervisor/Council Chair  
Sealed Bid/Sealed Proposal - awarded to other than lowest bidder, authorized by County Council  
Sealed Bid/Sealed Proposal - awarded by County Council |

| Emergency Procurement                    | < $35,000  
Over $35,000 | Must promptly notify Procurement to obtain authorization (PO #), and employ as much competition (documented) as possible. The follow-up with Procurement process noting used "Emergency Procurement procedures, authorized by Supervisor/Council Chair  
Must promptly notify Procurement to obtain authorization (PO #), and employ as much competition documented as possible. The follow-up with Procurement process noting used "Emergency Procurement procedures, authorized by Supervisor/Council Chair, notify Council |

| Sole Source Procurement                  | < $35,000  
Over $35,000 | Include justification for "sole source" qualification on procurement paperwork and otherwise follow Procurement procedures, authorized by Supervisor/Council Chair  
Include justification for "sole source" qualification on procurement paperwork and otherwise follow Procurement procedures, authorized by Supervisor/Council Chair, notify Council |

| Special Services                          | One time < $100,000  
One time $100,000 - $50,000  
One time $50,000 - $100,000  
One time $100,000 - $500,000  
One time > $500,000 | Negotiated with Supervisor/Council Chair and Department Head, authorized by Supervisor  
RFQ solicited by Procurement, reviewed and approved by County Council |

| Cooperative Purchasing                    | SC State Contract  
NCPA & GSA | Requisitions submitted must prepared for the contract vendor listed with the correct contract/vendor numbers, correct item #, correct pricing and any special terms  
Authorization follows normal Procurement Policies |

| Professional Services                     | < $50,000  
> $50,000  
Legal | Proposals shall be requested by Procurement - following evaluation by Procurement and department head, awarded by direct negotiation and selection by Supervisor/Council Chair  
Proposals shall be requested by Procurement - following evaluation by Procurement and department head, awarded by direct negotiation and selection by County Council  
Procurement of all legal services will be handled by County Supervisor |

| Contracts                                  | < $50,000  
> $50,000  
All | After procurement activity, any contract must be approved by the County Supervisor  
After procurement activity, any contract must be approved by County Council  
All contracts/modifications/addendums/extensions must be signed by the County Supervisor |