

DOUGLAS COUNTY, GEORGIA, BOARD OF COMMISSIONERS
ADMINISTRATIVE SERVICES DIVISION
PURCHASING DEPARTMENT
GENERAL INFORMATION
(Revised 01/17)

*****AT-A-GLANCE*****

1. No unauthorized purchases shall be made by anyone on behalf of Douglas County.

2. Required Quotation Procedures:

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|----|----------|----------------|---|
| a. | \$0 | to \$1,000 | One (1) quote acceptable |
| b. | \$1,001 | to \$1,501.00 | Three (3) Telephone or written quotes |
| c. | \$1,501 | to \$25,000.00 | Three (3) written quotes required |
| d. | \$25,001 | to \$50,000.00 | Three (3) written quotes responding to County
RFQ/Specs/General Conditions |
| e. | \$50,001 | and over | Sealed Bids/Proposals |

3. Sealed Bid/Proposal Process:

Once approved in the departmental budget or approved to advertise for bids by the Board of Commissioners, the department must submit the Request to Bid form to Purchasing. Purchasing will issue bid documents with a description of the items/services required and advertise in the legal organ, Douglas County Sentinel, generally for two (2) weeks prior to the Bid Opening. All Bid Openings are open to the Public and all vendors are encouraged to attend.

4. Signature Authority:

Level	Who Signs
Up to \$2,500.00	Purchasing Director
Up to \$10,000.00	County Administrator or Commissioner (1)
\$10,000.00 to \$24,999.99	County Administrator & One (1) or more Commissions; Or Three (3) Commissioners (majority)
\$25,000.00 to \$50,000.00	County Administrator & Three (3) Commissioners (majority)
\$50,001 and over	Bid Procedure & Three (3) Commissioners (majority)
Professional Services	Majority of Commissioners
Sole Sources	Purchasing Director, County Attorney, and as required for the dollar level - County Administrator, Commissioners
Training Request	Chairman, & as required for \$ level

5. All requirements for telephones, computer hardware, peripherals and software must be approved by the Information Services Department Director prior to purchase.
6. All cellular devices, i.e.; cellular telephones, blackberries, etc. requirements must be approved by Purchasing Department prior to purchase.
7. All reimbursements for materials, travel, per diem, expenses, telephone, lodging and meals must be approved by the Assistant to the County Administrator prior to processing and/or County Clerk.