



Board of County Commissioners  
Office of Purchasing

**Title:**  
**Utilizing State of Florida Term Contracts**

Effective Date: 11/1/01 Supersedes Date: 10/27/98

Procedure No: PP-130

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**GENERAL:**

The County has the option to utilize State of Florida Term Contracts when purchasing certain goods, services, and capital equipment.

These contracts established by the Department of Management Services, Division of Purchasing in Tallahassee include goods and services that are common to state agencies, local governments, and public entities. These goods and services are consolidated and standard specifications are prepared and developed into State Contracts. The contracts are awarded for specified time periods, and are available for use by County, Municipality, and other local public entities.

**PROCEDURE:**

The requirement for solicitation of quotations or bids shall not apply to purchases that are below or exceed the \$50,000 formal bid threshold, established by the County Purchasing Ordinance, regarding State of Florida Term Contracts or Federal GSA schedules, where use is authorized by the General Services Administration.

Client Departments will forward a requisition to the Office of Purchasing for all goods and services on State of Florida Term Contracts.

**AUTHORITY:**

The County Administrator has delegated to the Purchasing Manager authority to make purchases/awards in an amount less than \$20,000.00 utilizing State Contracts, provided they are budgeted items, and are made in the best interest of the County. The Chairman or in his/her absence, the Vice-Chairman must execute contracts for purchases and awards of \$20,000.00 to \$50,000.00.

The Board of County Commissioners shall make awards in any amount \$50,000 or more, in accordance with the County Purchasing Ordinance 2001-60 Section 46-64 Award Approval and Threshold Authority.