

PURCHASING MANUAL

Effective July 1, 2019

To ensure compliance with Chapter 92 of the Code of Cecil County (the Purchasing Code), this manual has been prepared to provide employees of Cecil County, including Cecil County Government, County Council, the Offices of the Sheriff and State's Attorney as well as that portion of the Circuit Court of Cecil County funded by County appropriations, with detailed procedures to be followed when procuring goods and services for County use. This manual is intended to be self-explanatory, but in the event clarification is needed, please contact the Purchasing Department at (public 410- 996-5395 or internal 18121).

PURCHASING PROCEDURES MANUAL

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SECTION 1 – INTRODUCTION AND BASIC POLICY

1.0: The purpose of this manual is to provide detailed information on the process of purchasing goods and services for County departments or agencies. These procedures are based on the objective of procuring necessary supplies, equipment and services in adequate quantities, of satisfactory quality and on schedule from reliable suppliers at the best price in compliance with the Code of Cecil County Maryland, Chapter 92, Purchasing. In the event of conflict between this manual and County, State or Federal legislation, the more restrictive legislation will prevail.

1.1: This manual is intended to provide sufficient procedural detail to enable County departments, agencies and the vendor community to:

- Be fully aware of and comply with County purchasing policy
- Effectively participate in the County’s purchasing process

1.2: Cecil County’s Purchasing Policies shall be conducted in accordance with the following:

- On the basis of full and open competition to the greatest degree practical with award being made to the vendor with the product or service that best meets the needs of the County at the lowest price available
- In accordance with the best interests of the County and with the highest level of integrity and fairness to all involved parties
- In full compliance with all federal, state and local statutes and regulations regarding ethical standards

1.3: It is the goal of the County Government to reinvest in the local economy. The County Executive recognizes that the expenditure of County tax revenue within the County has the effect of “recycling” money locally, creating sustained tax revenue and jobs for local residents. For these reasons it is in the best interest of Cecil County to “Be Local, Buy Local,” so the County Government encourages the use of local businesses and vendors when purchasing goods and services for Cecil County.

SECTION 2 – PURCHASING AUTHORITY

2.0: The Purchasing Code applies to all departments and agencies under the budgetary authority of the County Executive, including the departments of County Government, the County Council, the Sheriff’s Office, the State’s Attorney’s Office and the Circuit Court of Cecil County to the extent it is funded by the County’s Operating Budget.

2.1: Pursuant to Section 92-2 of the Code of Cecil County, the County Executive has delegated to the Director of Administration, Purchasing Agent and Department Heads (or department designee) authority to make purchases of \$2,500 or less in accordance with Section 10.3 of this manual.

2.2: The Purchasing Department is the only department authorized to process a solicitation (BID/RFP) package. All contracts (including such things as service contracts) solicited by any department will be processed through the Purchasing Department for approval.

2.3: Department Heads are authorized to execute agreements for \$10,000 or less. Legal or settlement agreements must be signed by Director of Administration and the County Attorney regardless of amount.

SECTION 3 – REIMBURSEMENTS AND PROHIBITED PROCUREMENT

3.0: Anyone involved in the procurement process is required to act in the best interest of the County. Unnecessary purchases or purchases for personal use are strictly forbidden, even if the employee intends to reimburse the County. It should be noted that using the County's purchasing resources for personal use takes time and resources from County business and may violate certain contracts with County vendors. Employees who fail to follow this policy are subject to a variety of disciplinary actions as set forth in Section HR-008D of the Cecil County Personnel Manual. Additionally, employees may be held financially or criminally responsible.

3.1: The facilities and services of the County will not be used to procure or receive any item or service for the personal use of employees. For example; office coffee pots, decorations, microwave, or refrigerators are considered as personal use items unless otherwise justified in writing by the requesting department head and authorized by the Director of Administration for purchase.

3.2: Purchase of food or beverages within the workplace or outside the workplace is prohibited when using County regulated funds unless prior written authorization is requested by the Department Head and received by the Director of Administration.

3.3: The purchase of any clothing that is not a contracted standardized County issued uniform shall be at the expense of the employee. This includes clothing purchased with any department name and/or County logo. Department funding shall not be utilized to cover expense.

3.4: Departments requesting footwear reimbursement are required to follow guidelines set forth in Section 20 and appendix "H".

3.5: Reimbursements are to be submitted with proper documentation for all expenses. Mileage request shall include documentation using websites such as Google Maps, Rand McNally, etc for validation.

3.6: Reimbursement requests are valid for up to a sixty (60) day period, older request will be forfeited. If year-end falls within the sixty (60) day period, request for reimbursements must be made before August 15th or funds will be forfeited.

3.7: Any overnight travel shall require prior authorization from the Department Head and the Director of Administration. Authorization must be attached to all reporting documents.

SECTION 4 – BUDGETARY AUTHORITY

4.0: The Cecil County Budget is a legal document which appropriates funds to various operations throughout the County. Department heads are responsible to ensure that sufficient funds are available prior to making any purchases.

4.1: To assist with compliance to budgetary regulations, the County uses an automated purchase approval process which rejects any purchase requisitions that exceed the available budget. All expenditures of County funds must be charged to the correct budgetary line item. Purchases may not be intentionally miscoded to another line item due to lack of funding in the correct line.

4.2: Expenditures and their corresponding budget appropriation must be recorded in the correct fiscal year. As expenditures will be charged to the fiscal year in which the goods were received or the services performed. It is important that orders are placed with sufficient time to allow receipt of the item or service prior to June 30 of any given fiscal year. Unless otherwise provided by law, all unexpended and unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert into the County's appropriate funds. No appropriation for a project in the capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned; provided that any capital project shall stand abandoned if two fiscal years elapse without any expenditure from or encumbrance of the appropriation made. The balances remaining to the credit of the completed or abandoned capital projects shall be available for appropriation in subsequent capital budgets. Outstanding purchase order encumbrances will be closed effective June 30 if the goods or services are not received by that date. In rare instances where delay is beyond the control of the County, funds may be re-appropriated in the next fiscal year by the County Executive. However, failure to expend funds does not mean they will automatically be carried into the next fiscal year.

SECTION 5 – VENDOR REQUIREMENTS

5.0: Maryland vendors wishing to do business with Cecil County, Maryland need to be registered and in good standing with the SDAT of MD (<https://egov.maryland.gov/BusinessExpress/EntitySearch>). Vendors outside of Maryland need to fill out an "Agreement of Jurisdiction" form (Appendix "G") and forward it to the Purchasing Office and if the vendor meets all other vendor requirements, they will be authorized to do business with Cecil County, Maryland.

5.1: If required, under Maryland law, vendors must be properly licensed. Types of licensing required may include, but are not limited to, Trader's License, various trade licenses, and various professional licenses. Prior to issuing a purchase order, the Purchasing Department will check (www.dllr.state.md.us/pq) to confirm the vendor meets licensing requirements.

SECTION 6 – BID PROTEST

6.0: A complaint relating to the solicitation or award of a procurement contract are subject to procedures Pursuant to Section 92-8 of the Code of Cecil County.

6.1: All protest must be received by the Purchasing Agent in writing or electronic means.

SECTION 7 – PROCUREMENT CYCLE

7.0: The Procurement Cycle is the process which shall be used in part to obtain goods and services. The steps are as follows:

1. Identify the need for a contract
2. Verify available funds
3. Solicitation
4. Bid opening
5. Award
6. Evaluation
7. Award of Contract

3. Specification development
4. Method of Procurement
5. Solicitation

8. Requisition/Purchase Order issued
9. Contract Administration
10. Completion of Life Cycle of goods

7.1: The Cecil County Purchasing Code, Purchasing Manual and Appendices will provide the information for all County departments to follow during their purchasing activity. The Purchasing Department shall assist in all facets of the process to ensure departments obtain the best goods and services from the most responsible and qualified sources.

SECTION 8 – REQUISITIONS

8.0: All requisitions for goods or services in the amount of \$2,500 or greater shall be initiated with the completion of an electronic version of a Purchase Requisition. The requisition is an internal document providing the required information to acknowledge and approve the acquisition of the goods or services. Once the requisition is finalized the Purchasing Office shall process a Purchase Order authorizing the purchase. No acquisition of any goods or services is authorized without a Purchase Order unless acquisition is considered an emergency.

8.1: For purchases of supplies, equipment or contractual services expected to cost more than \$2,500 and \$50,000 or less, a department shall obtain three written quotes and complete a purchase requisition. Quotes are to be for similar products/services. The requesting department must provide all pertinent information to Purchasing including known vendor or vendors, quantity, specifications and delivery requirements. See “Appendix A” on the procedures for developing an electronic Purchase Requisition.

8.2: Every requisition must have all documentation attached when entered. Any documentation requiring authorization/signature greater than \$10,000 or as specified in Section 2.3 shall be processed through the Purchasing Office with a County routing slip signed off by the requesting department.

SECTION 9 – SPECIFICATIONS

9.0: Specification refers to that portion of a requisition or solicitation that describes the physical or functional characteristics or the nature of a good, service or construction item required. It should include a description of any requirement for inspecting, testing or preparing a good, service or construction item for delivery along with requirements for samples, prototypes, warranty and packaging.

9.1: The term specification may be referred to also as a purchase description, purchase specification, purchase requirement, commercial item description, or scope of work.

9.2: Specifications for requisitions shall be brief and concise and refer to existing documents such as quotes, bids, contracts etc. Specifications developed for solicitations such as formal quotes or bids shall be concise and as detailed as required to meet the requirements of the need and normally would be developed or approved by an engineer or similar authority. When goods or services are required, but the specifications are not readily available then a Request for Proposal is usually generated using an abbreviated Scope of Work identifying the need allowing the vendor or contractor to develop the specifications according to their understanding of your need.

9.3: Purchases made using specifications referencing Brand Names or specific Model shall include "...or County Approved Equivalent" to allow for greater competition for the purchase of specifically identified equipment.

SECTION 10 – METHODS OF PROCUREMENT

10.0: Goods and services purchased for the County must be obtained in the most cost-effective, efficient and practical manner. Methods available include: Competitive Sealed Bidding; Competitive Sealed Proposals; Sole Source Procurement; and a Professional Service Procurement. Requirements for a competitive procurement are determined based on the cost of the purchase as indicated below. The appropriate Department Head will be responsible in ensuring purchases made under this section adhere to County Code and this manual.

10.1: Prices for goods or services costing greater than \$50,000 (or \$100,000 for CIP projects), shall be obtained by a formal competitive process after advertising in appropriate media for a minimum of 20 days. Bid surety may be required. See section 13 for more information.

10.2: A) SMALL PURCHASES – UNDER \$2,500

Non repetitive purchases of goods or services costing \$2,500 or less may be made in the open market with a County Purchase Card (see section 18 for more information about Purchase Cards) without public notice or use of a purchase order. Orders and payment shall not be split in order to stay below the \$2,500 limit.

10.3: B) PURCHASES BETWEEN \$2,500 AND \$50,000

Written quotes from three (3) vendors are required when the estimated cost of goods or services exceeds \$2,500 but is less than \$50,000. Quotes are to be for comparable goods or services in scope and quantity. All quotes are to be within six (6) months of the date the requisition is entered, unless quote has an expiration date on the document. If outside this timeframe, written confirmation from the vendor will be required to verify pricing is valid. All quotes are to be attached to requisition when entered.

10.4: C) COMPETITIVE SEALED BIDS

10.4.1: For goods or services greater than \$50,000 (or as specified by State or federal requirements) a competitive sealed bid process known as Invitation for Bid (IFB) is required unless exempt under section 12.

10.4.2: The requesting department will consult with the Purchasing Department to discuss specifications and requirements of the purchase. The requesting department may provide a list of suggested vendors, but solicitations may not be limited to the list.

10.4.3: A draft solicitation will be completed by the Purchasing Department and reviewed by the requesting department to ensure all specifications are adequate and correct.

10.4.4: Once the department has approved the draft proposal, it will be forwarded to the Purchasing Department to obtain authorization. Upon authorization, the Purchasing Office will assemble the bid package and advertise the solicitation in the appropriate media and on the County website. If the purchase will be funded by grant or other outside funds, the Purchasing Office will ensure that all special advertising requirements are met. Duration of advertising will be determined by the type of goods or services requested, but generally will not be less than twenty (20) days.

10.4.5: Responses to solicitations shall be received by the Purchasing Office and date/time stamped and kept sealed and secured until the time of solicitation opening.

10.4.6: A formal Bid Opening will be scheduled with a specific date, time, and location. At least two (2) County employees shall be present at all Bid openings. During bid opening, which are open to the public the vendor name and bid price will be read or acknowledged aloud.

10.4.7: If only one (1) bid is received or if no bids are received, and issuance of the bid is not practicable or in the best interest of the County, the Purchasing Agent may award the bid to the single bidder as a sole source procurement and may negotiate the items with the bidder.

10.4.8: If two (2) or more bids are received from Responsive and Responsible bidders and all such bids exceed allocated funds for the Procurement, the Purchasing Agent may reduce or modify the scope of work and may either solicit revised bids from the responsive and responsible bidders or may cancel the bid.

10.4.9: Once the solicitations have been opened, they will be forwarded to the requesting department for review and consideration. Following the review process, the department head will make a recommendation for award to the Purchasing Agent. In the event there are multiple acceptable responses, the department must prioritize the recommendations. If none of the responses are deemed acceptable or in the best interest of the County, the department head may make a recommendation for no award.

10.4.10: Upon receipt of the recommendation, the Purchasing Agent will review the responses of the recommended vendors for compliance with the terms of the solicitation. The County reserves the right to overlook minor omissions and/or request clarification or correction. In the event of a recommendation for no award, the Purchasing Agent shall meet with the department to discuss a new course of action.

10.4.11: All bid deposits that are not forfeited shall be returned after finalization of the award documents or cancellation of the bid at the discretion of the Purchasing Agent.

10.4.12: The Purchasing Department shall forward the recommendation for final approval.

10.4.13: The Purchasing Department will notify bidders in writing of the results of the solicitation.

10.4.14: Upon final approval of award, the requesting department shall issue a requisition in the automated purchasing system.

10.4.15: The Purchasing Department will be responsible for coordinating the execution of the contract, issuance of the purchase order, ensuring that all required documentation is in order, fulfilling of the bonding documentation, and issuance of the notice to proceed.

10.5: D) COMPETITIVE SEALED REQUEST FOR PROPOSALS:

10.5.1: Competitive sealed proposals are used when the department does not provide detailed specifications but want the Offerors to present a proposal for goods or services to be provided. The procurement process is called Request for Proposal (RFP). Cost shall not be the sole evaluation factor, and the award shall not be made based solely on the lowest cost proposal.

10.5.2: In circumstances where obtaining request for proposals is not in the best interest of the County or when the material being released in the RFP are considered sensitive or poses a security risk to the County, the Purchasing Division may solicit a list of prequalified contractors to participate in a closed competitive RFP. See Section 12 for more detail.

10.5.3: The opening of RFP's are not open to the public.

10.5.4: Prices for goods or services costing greater than \$50,000 (or \$100,000 for CIP projects), shall be obtained by a formal competitive process after advertising in appropriate media for a minimum of 20 days. Bid surety may be required. See section 13 for more information.

10.5.5: The RFP allows prospective vendors to issue suggestions and recommendations (within specifications set by the County) to meet the County's objective. Additionally, the RFP process allows for discussions or negotiations to be conducted with responsible offerors who submit proposals in the competitive range. RFPs should be advertised in the appropriate media and may be sent directly to various known vendors. All responses to an RFP shall be submitted in two separate packages; a technical response and a price submittal. Award is based on consideration of the technical qualifications as well as price. See "What is the RFP Process?" – Appendix "B".

10.5.6: The requesting department will consult with the Purchasing Department to discuss specifications and requirements of the purchase. The requesting department may provide a list of suggested vendors, but solicitations may not be limited to the list.

10.5.7: A draft solicitation will be completed by the Purchasing Department and reviewed by the requesting department to ensure all specifications are adequate and correct.

10.5.8: Once the department has approved the draft proposal, it will be forwarded to the Purchasing Department to obtain authorization. Upon authorization, the Purchasing Office will assemble the package and advertise the solicitation in the appropriate media and on the County website. If the purchase will be funded by grant or other outside funds, the Purchasing Office will ensure that all special advertising requirements are met. Duration of advertising will be determined by the type of goods or services requested, but generally will not be less than twenty (20) days.

10.5.9: Responses to solicitations shall be received by the Purchasing Office and date/time stamped and kept sealed and secured until the time of solicitation opening.

10.5.10: An Evaluation Team must be defined in advance and include a minimum of three (3) members but no more than six (6). The Evaluation Team must include one (1) representative from the Purchasing Office (non-voting member) and be approved by the Director of Administration.

10.5.11: Only technical responses shall be opened and forwarded to the requesting departments for review and consideration by Evaluation Team. The Pricing proposals shall not be distributed for review until the technical proposals have been evaluated and a “short list” of well qualified vendors has been established. Following the review process, the department head will make a recommendation for award to the Purchasing Agent. In the event there are multiple acceptable responses, the department must prioritize the recommendations. If none of the responses are deemed acceptable, the department head may make a recommendation for no award.

10.5.12: Upon receipt of the recommendation, the Purchasing Agent will review the responses of the recommended vendors for compliance with the terms of the solicitation. The County reserves the right to overlook minor omissions and/or request clarification or correction. In the event of a recommendation for no award, the Purchasing Agent shall meet with the department to discuss a new course of action.

10.5.13: The Purchasing Department shall forward the recommendation for final approval after checking the appropriate debarment list(s).

10.5.14: The Purchasing Department will notify bidders in writing of the results of the solicitation.

10.5.15: Upon final approval of award, the requesting department shall issue a requisition in the automated purchasing system.

10.5.16: The Purchasing Department will be responsible for coordinating the execution of the contract, issuance of the purchase order, ensuring that all required documentation is in order, fulfilling of the bonding documentation, and issuance of the notice to proceed.

10.6: E) SOLE SOURCE PROCUREMENT

10.6.1: Sole Source procurement is addressed in Section 92-7 of the Code of Cecil County. All Sole Source requests shall be made in writing with adequate justification from vendor to verify their sole source status and attached to the requisition. Sole Source request shall be approved on a case by case basis and only valid for the current fiscal year or contract term.

10.6.2: Sole Source procurement created due to the inability to obtain competition must be made in writing and have adequate justification attached.

10.6.3: Sole Source procurement may be directed to one single source because of standardization or warranty even though competitive sources are available. Adequate justification must be submitted in writing to the Purchasing Agent for prior authorization. This Sole Source procurement will not be utilized to negate the requirement for open and fair competition.

10.7: F) EMERGENCY PROCUREMENTS

10.7.0: An emergency procurement may be initiated when the purchase is anticipated to exceed \$2,500. In case of an emergency situation defined as: **“The development of a dangerous condition caused by a breakdown in machinery or a threatened termination of essential services; or any unforeseen circumstance causing curtailment or diminution of an essential service or which presents an imminent threat to public safety, welfare or the environment”**, an emergency order may be issued.

*****Note: At no time may an employee place an order unless a purchase order number and permission are first obtained, unless the emergency occurs after normal office hours.*****

REQUIRED DOCUMENTATION FOR EMERGENCY

10.7.1.1: Documentation required for emergency requisitions for goods or services shall include a tabulation of quotes received, copy of any delivery record, a written explanation of the emergency, a written justification for the Emergency Procurement, acknowledgement from Department Head, and a written description of the efforts taken to procure goods or services.

10.7.1.2: The following procedures shall be used to initiate an Emergency Purchase Order.

10.7.1.3: A purchase requisition is completed by the requesting department as outlined in Appendix “A” with the Type of Requisition identified as “Emergency”. Once the requisition is completed and released the department initiating the requisition must call each approver of the requisition, in-turn, to notify them that there is an Emergency Requisition awaiting their approval. In the event an approver is unavailable, contact the next person on the approval chain to expedite the process. Once the requisition is processed and converted to a Purchase Order, a signed copy is sent to the vendor.

10.7.1.4: If the emergency occurs after normal business hours, the department must operate in accordance with these guidelines to act in the best interest of the County when placing the order. Additionally, the requiring department will complete a purchase requisition within MUNIS which includes the required documentation as stated above, a full written report of the circumstances of the emergency justification from the department head for the emergency attached to the requisition. The requisition shall be issued no later than 4:30 PM of the first business day following the emergency order. Failure to follow these guidelines is a violation of §92-7 of the Code of Cecil County and may subject the employee to discipline under #HR -008 Standards of Conduct, Performance & Discipline under the County’s Personnel Policy.

10.7.1.5: Purchasing shall notify the Director of Administration immediately of intentional or repeated violations of this section. All Emergency Purchase Orders shall be documented by Purchasing on a monthly report and include the following information: the PO number, department, person initiating the action, date and reason for the emergency order.

10.8: G) EXPEDITED PROCUREMENT

10.8.1: When deemed in the best interest of the County, a department may request an expedited purchase in accordance with Section 92-7 of the Code of Cecil County. The request shall identify the reason for expedited purchase in detail, be signed by the requesting Department Head, and sent to the Purchasing Agent to obtain authorization prior to obtaining any quotes. The Purchasing Agent shall forward a recommendation for expedited procurement to the County Executive or designee for review and final approval.

10.8.2: The County Executive or designee may authorize hastening the purchase of goods or services greater than \$50,000 by waiving the advertising requirement and directly soliciting formal quotes from prospective vendors.

10.8.3: Once the recommendation is approved, the Purchasing Office shall notify the requesting department to contact potential vendors and obtain written quotes to initiate the purchase requisition. The signed authorization must be attached to the requisition or it shall be rejected. The requisition shall be followed through the approval process until all stages of approval are completed and a purchase order is issued.

10.8.4: The Purchasing Office will provide a copy of the purchase order to the requesting department. The department will then contact the vendor and finalize the purchase.

10.9: H) COOPERATIVE PROCUREMENT

10.9.1: Cooperative Purchasing is competitive procurement conducted by, or on behalf of one or more Public Procurement Agencies. This type of purchasing agreement or contract shall be conducted and awarded through full and open competition.

10.9.2: Whenever practicable and in the best interests of the County, the Purchasing Agent may use Piggyback contracts established by other public jurisdictions if the contract was established in a manner consistent with Section 92-7 of the Code of Cecil County and: (1) the Vendor provides to the Purchasing Agent in writing a statement extending the terms of the Contract to the County; or (2) the Contract expressly extends its terms to other public jurisdictions. The quantity and dollar value on piggyback contracts may be amended as in the best interests of the County; however, the scope and specifications of the goods and services must match the underlying contract.

10.10: I) PROFESSIONAL SERVICE PROCUREMENT

10.11.1 Professional or Technical Services which include the services of attorneys, physicians, architects, engineers, accountants, or other individuals or organizations providing services which require specialized knowledge and skills and involve the application of specialized knowledge and intellectual skills in the performance of the services.

10.10.2: Professional Service Agreements are to be signed by the Director of Administration. All agreements are to be attached to requisition when entered.

SECTION 11 - INSURANCE REQUIREMENTS FOR VENDORS AND SUBCONTRACTORS

11.0: All vendors or contractors who perform any type of work or service on Cecil County Government property or in areas where the County is responsible or liable must maintain such insurance coverage(s) as determined by the County to protect the County's interest(s).

11.1: No purchase order will be released until a valid certificate(s) of insurance evidencing all required insurance coverage and documentation is provided to the Purchasing Office.

11.2: Professional liability insurance is generally applicable and required for each contract involving professional or technical services as defined in Section 92-3 of the Code of Cecil County. This includes, but is not limited to services provided by accountants, architects, actuaries, engineers, lawyers and physicians.

SECTION 12 – EXCEPTIONS FROM ADVERTISING AND / OR COMPETITIVE BIDDING

12.0: Certain unique or specialized items or services may be excluded from the procedures listed in Section 92-7 of the Code of Cecil County, however, employees are reminded that sufficient funding is required at all times and purchase orders are still required. In any case, quotes or requests for proposals are encouraged if there is an opportunity for savings. A purchase order is still required if the amount exceeds \$2,500.

12.1: The department utilization of current bids must be made through the Purchasing Office for authorization and availability prior to any expedited request.

12.2: Purchasing shall verify availability of current bids and provide any needed documentation to department for final approval if available.

SECTION 13 – VENDOR BONDING REQUIREMENTS

13.0: A Bid Bond to guarantee compliance with terms of bid up to the point of the contract is required for all construction projects and may be required in other situations as determined by the Director of Administration. The Bid Bond shall be 5% of the solicitation price (or as designated within proposal package) and shall be released upon signature of the contract.

13.1: A Performance Bond to ensure satisfactory completion of contract is required for all contracts over \$100,000 and may be required in other situations as determined by the Director of Administration. The Performance Bond shall be 100% of contract price.

13.2: Unless otherwise specified in the contract, the Performance Bond is released one (1) year after satisfactory completion of the project. All work must be approved by the County prior to release of the Performance Bond.

13.3: A Payment Bond to ensure payment of contractor's employees or subcontractors is required for all contracts over \$100,000 and may be required in other situations as determined by the Director of Administration.

13.4: Bonds shall be in a form of a Certified check paid to Cecil County, Maryland and refunded upon contract signature; a bank letter of credit; or a Surety bond.

SECTION 14 – PURCHASE ORDERS

14.0: Blanket Purchase Orders constitute a contract to purchase from a specific vendor in such quantities or amounts. They may be issued for the purchase of similar items that are not discernible from other items, i.e. items usually purchased in bulk. Blanket POs are only to be used, but are encouraged, when the department will:

14.1: Purchase repetitive, similar goods or services, or categories of items from the same vendor over a period of time not exceeding one fiscal year.

14.2: Order standard materials or maintenance supplies, which require numerous shipments.

14.3: Enables the buyer to obtain more favorable pricing through volume commitments.

14.4: A **Blanket Purchase Order** is prepared using the County's requisition system and identifying it as a "BLANKET" purchase order within the description and Type of Requisition. Each Blanket should include the following information:

14.4.1: The period to be covered (not to exceed one year).

14.4.2: A cancellation clause.

14.4.3: Description of item(s) and/or category (ies) of items included.

14.4.4: Maximum quantities, if any.

14.4.5: Prices and pricing arrangements.

14.4.6: Terms and billing arrangements.

14.4.7: Personnel authorized to issue order releases.

14.5: Amount of blanket should be entered for estimated average of purchases for entire fiscal year based on a three (3) year average.

14.6: Price, payment and shipping terms, and quantities are established before issuance of, and confirmed by, the blanket purchase order. The manner or method of computing price should be agreed upon at the time the blanket purchase order is drawn. When specific quantities are included on the PO the County is committed to purchasing that quantity

14.7: **Confirming Purchase Orders:** It is recognized that situations may arise in which proper authorization is not received prior to making a purchase. In such situations a requisition should be initiated and a confirming purchase order may be issued.

14.8: Confirming purchase orders will be reviewed by Purchasing on a case by case basis. Each confirming purchase order must have documentation from the Department Head/Director as to why a confirming purchase order was initiated.

14.9: If it is determined that the confirming purchase order was unavoidable due to conditions outside the control of the issuing department, the purchase order will be issued and no further action taken.

14.10: If it is determined that the purchase is a violation of the intent of this manual, recommendation for disciplinary action will be forwarded to the appropriate Department Head and the Director of Administration.

14.11: All confirming Purchase Orders shall be documented by Purchasing on a monthly report and include the following information: the PO number, department, person initiating the action, date and reason for the confirming order. The report shall be available for review for a period of one year after the close of the fiscal year in which the purchase occurred. Purchasing shall notify the Director of Administration immediately of intentional or repeated violations of this section.

14.12: **How to Cancel a Purchase Order:** On occasion it is necessary to cancel a Purchase Order that has already been issued. The Purchasing Department must be notified immediately in the event a PO must be cancelled.

14.12.1: Upon receiving notice of the need to cancel a purchase order, the Purchasing Department will check the status of the purchase order.

14.12.2: If the purchase order is completed, but has not been mailed to the vendor, the Purchasing Department will close the purchase order in the MUNIS system.

14.12.3: In the event the purchase order has been mailed, the Purchasing Agent will contact the vendor directly by telephone or email followed by written confirmation. It should be noted that once the purchase order is signed it becomes a binding contract with that vendor. If the vendor is willing to cancel the purchase order, the Purchasing Agent will have the vendor send a fax or letter confirming the cancellation along with the original (white) copy of the purchase order. Once the vendor has agreed to cancel the order, the Purchasing Agent will cancel the Purchase Order in MUNIS. Additionally, it is recommended the Purchasing Agent make a record of the circumstances minimally noting the purchase order number, date, contact person, and reason why the purchase order is to be cancelled. All correspondence should be reviewed by County Attorney beforehand.

14.13: **Change Orders to current Purchase Orders:** On occasion it is necessary to issue a Change Order for a current purchase order.

14.13.1: Price adjustments to current purchase orders should be made to cover estimated fiscal year expenses. Price increase adjustments should be estimated till end of current fiscal year.

14.13.2: Change order request for DPW projects with a totality over 10% of the original purchase order amount for the duration of the project must be authorized by the Department Head, Chief of Division, Project Manager, and Contractor, then processed through the Purchasing Office to obtain authorization from the Director of Administration.

14.13.3: Change order request for DPW projects with a totality under 10% of the original purchase order amount for the duration of the project must be authorized by Department Head, Chief of Division, Project Manager, and Contractor, then processed through the Purchasing Office.

SECTION 15 - CONTRACTS

15.0: All contracts, change orders, task orders, etc., regardless of value, awarded by the County will be reviewed by the Purchasing Agent and the concerned Department Head at least annually. All new contracts must be processed through the Purchasing Department for signature by the County Executive or designee.

SECTION 16 – CONTRACT ADMINISTRATION

16.0: Once all contract documents have been signed by all parties and sealed or notarized as required, copies are distributed to contractor or vendor, owning department and the Purchasing Office. Once everyone has their copies of documents, the owning department becomes the contract administrator for the project. They shall monitor all aspects of the project until completion and acceptance of the project and all invoices are paid. This would also include after project completion activities such as warranty or bonding issues.

SECTION 17 – DISPOSAL OF COUNTY ASSETS

17.0: Disposal of all County owned property must be coordinated through the Purchasing Department for determination of type of disposal.

17.1: Method of disposal will be determined by the item to be disposed and the reason for disposal. Approval for disposal must be approved by the department head of the using department and the Director of Administration or designee. Items that are beyond economical repair or of no value will be sent to the Solid Waste Management Division for disposal through recycling or trash as appropriate. Other items may be sold at auction (either through an Internet service, local auction house or on County premises with the services of an auctioneer) or scrapped and sent to the landfill. County employees are prohibited from bidding on items where the County regulates the starting bid price.

17.2: A list of all items that are disposed of must be coordinated through the Accounting Section by using the Cecil County Non-vehicle Equipment Disposal and Transfer Report (Appendix F). Use the Cecil County Government Vehicle/Mobile Equipment Request Form (Appendix E) to show vehicle or equipment requests, departmental transfers and disposal. The forms must be completed and forwarded to the Purchasing Office for disposal coordination. After final disposition the form will be forwarded to Accounting to update the asset system and to Risk Management to adjust insurance coverage.

17.3: Items identified for disposal will not be privately sold, given away or donated to outside agencies.

17.4: Items purchased with funding from grants or other outside funding sources shall be disposed of in accordance with the terms of the grant or conditions of the funding source. Failure to do so may result in forfeiture of the funds.

17.5: Disposal of County assets with an estimated value of \$1,000,000 or more shall require multiple appraisals.

17.5.1: An independent appraisal shall be required to obtain any and all underlying value of

asset(s).

17.5.2: Public hearing shall be scheduled and advertised at least 20 days for the notice of intent to dispose/sale of any County owned asset with a value over \$1,000,000.

17.5.3: Public hearing shall be scheduled and advertised before the final solicitation is awarded.

SECTION 18 – PURCHASE CARDS

18.0: Requests for issuance of a Purchase Card (P-Card/Business Credit Card) must be in writing (or e-mail) to the Director of Administration. The Purchase Card Request Form (Appendix “C”) must be attached to the email. Once approval is given, the Purchase Card Request form must be forwarded to the Account Administrator (Purchasing Agent) for issue of the requested card.

18.1: Upon receipt of the card from the issuing bank, the Purchasing Department will notify the employee that the card is available for pickup. All employees receiving a new purchase card will be required to take “P-Card Procedure Seminar” before receiving their new/replacement card. This seminar training will be required to be retaken if any employee is found to violate any P-Card guidelines. The employee will be given a copy of the regulations regarding credit card use (Appendix “G”) and will be required to read and acknowledge their understanding of the terms and conditions of use prior to receiving the card. Employee will further agree that in the event the card is misused, the County reserves the right to deduct the amount of unauthorized purchases from the employee’s pay. A copy of the signed acknowledgement form will be kept on file by Human Resources. Upon termination of employment or a change in job duties, the card will be returned by the employee to the Purchasing Department. Human Resources will be notified of the return of the card for the employee’s file. Purchasing will notify the Finance Department of the account closure to insure all accounts are settled properly.

18.2: The Account Administrator (Purchasing Agent) is the only person authorized to make changes to a cardholder’s account once it has been established.

18.3: The only authorized user of the card is the person to whom the card is issued. In the event an employee needs to use a purchase card on a one-time or infrequent basis, the Purchasing Department maintains a limited number of cards that may be issued on a temporary basis.

18.4: The card is not for personal use. Should the employee inadvertently use the card to purchase unauthorized items; he or she shall upon return notify his or her supervisor and the Purchasing Office and immediately reimburse the County. If there are any questions concerning a purchase, the employee should contact the Purchasing Office or the Accounting Office for assistance.

18.5: The Purchase Card can be used for any authorized purchase up to the preset limit on that card provided any necessary purchase orders have been issued. All expenditures made with County funds while traveling must comply with current reimbursement guidelines.

18.6: Purchase cards are a method of payment designed to streamline the purchasing

process. They are NOT a substitute for the competitive bid process or an alternative to proper approval. The cardholder is required to use proper purchasing procedures on all purchases made on the card. Unauthorized use of the card can result in disciplinary actions including termination.

18.7: The use of purchase cards is strongly encouraged for any purchase that does not require a purchase order. For individual purchases of more than \$2,500, the department will be responsible to complete a purchase order BEFORE the purchase is made to ensure proper budgetary compliance. The purchase order will be made out to the card bank and will not be mailed, but forwarded to the requesting department.

18.8: All County employees are strongly urged to use a purchase card when traveling on County business. Use of the card will save the employee from the inconvenience of waiting for reimbursement for out-of-pocket expenses. A valid County-issued ID will be required when using the card.

18.9: Any overnight travel shall require prior authorization from the Department Head and the Director of Administration. Authorization must be attached to all reporting documents.

18.10: The cardholder must prepare a Procurement Card Transaction Log (Appendix "D"), attach all receipts and return the log to the Accounting section by the 15th of the month. If the form is not returned to the Accounting section in a timely manner, the Finance Director will recommend the cardholder's account be closed.

18.11: The County Expense Reimbursement Policy will follow the GSA Federal Travel Regulation (FTR) as a guide unless otherwise prior approval from the County Budget Manager.

SECTION 19 – ETHICS

19.0: County employees shall minimally apply the standards of ethics as addressed in the Ethics chapter of the Cecil County Code.

SECTION 20 – SAFETY FOOTWEAR

20.0: Departments requesting footwear reimbursement are required to follow guidelines set forth in appendix "H".

20.1: All Department/Division employees required to wear safety footwear are permitted to purchase one (1) pair per year.

20.2: Cecil County has established a limit for the purchase of safety footwear and any expenditure over set limits are at the responsibility of the employee. Any price adjustments are to be authorized between Department Head and the Director of Administration.

20.3: Any footwear purchased outside the County's recommended contract or guidelines must have verification of OSHA and ANSI approved standards submitted to Department Head and kept on file for one (1) year.

SECTION 21 – LOCAL PREFERENCE

21.0: The County Executive reserves the right to show preference to local bidders in the purchase of goods and services in excess of \$50,000 unless such preference is prohibited under the terms of a grant or loan. Local preference, if considered at all, will be considered on a case by case basis.

21.1: A “local preference” is defined as an individual or business entity that maintains a place of business or an inventory of merchandise and/or equipment in Cecil County, is licensed by Cecil County and/or the State of Maryland, if required, and is subject to Cecil County real and/or personal property taxes. Any local bidder in default on payment of any County or state tax or license shall not be eligible to receive preference until all outstanding taxes, fees or other debts to the County are paid.

21.2: Notice of preference availability shall be included in the invitation to bid and in all advertisements.

21.2: The amount shall not exceed six percent (6%) of the amount bid or quoted and/or sixty thousand dollars (\$60,000), whichever is less.

Example of application of the 6% local preference:

Amount of bid is \$100,000 by an **out of County business** and is the lowest bid.

The lowest bid by a **County (local)** business is \$102,000.

Multiply the low County (local) bid by .94: ($\$102,000 \times .94 = \$95,880$)

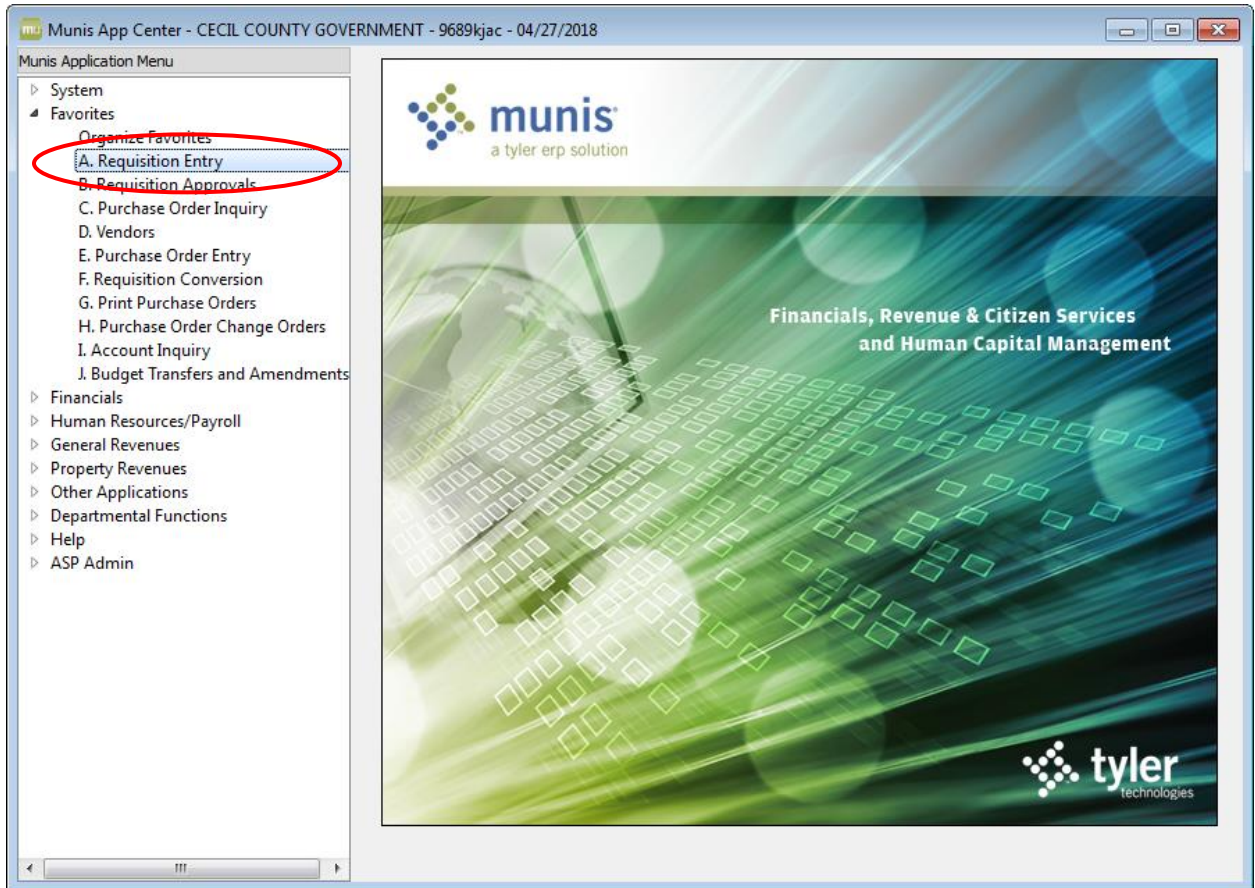
The adjusted bid of \$95,880 is now compared to the out of County low bid of \$100,000.

The bid by the County (local) business, \$102,000 is now considered the lowest bid.

21.3: Bidders applying for local preference must include within their bids the specific and several circumstances that may qualify them for local preference consideration. A bidder wishing to receive local preference consideration must be able to demonstrate qualification under ALL the noted requirements. Documentation to support the claim of “Local Preference” must accompany the bid and the County reserves the right to investigate the vendor’s qualifications.

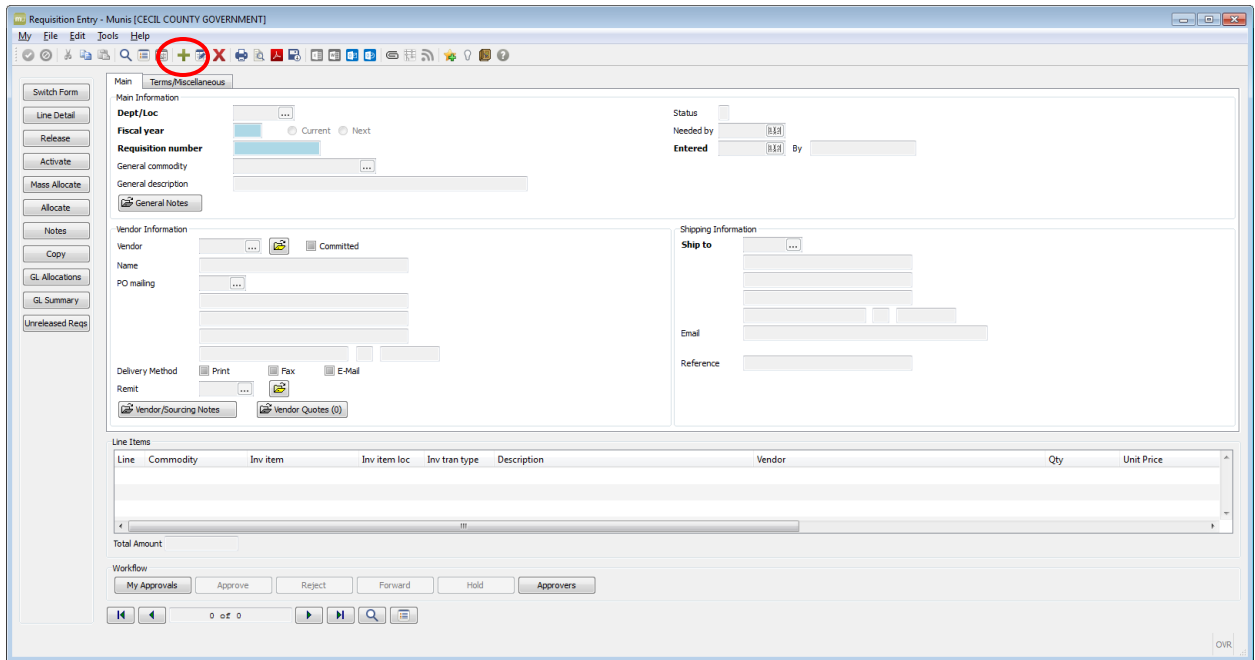
APPENDIX A

HOW TO ENTER A REQUISITION

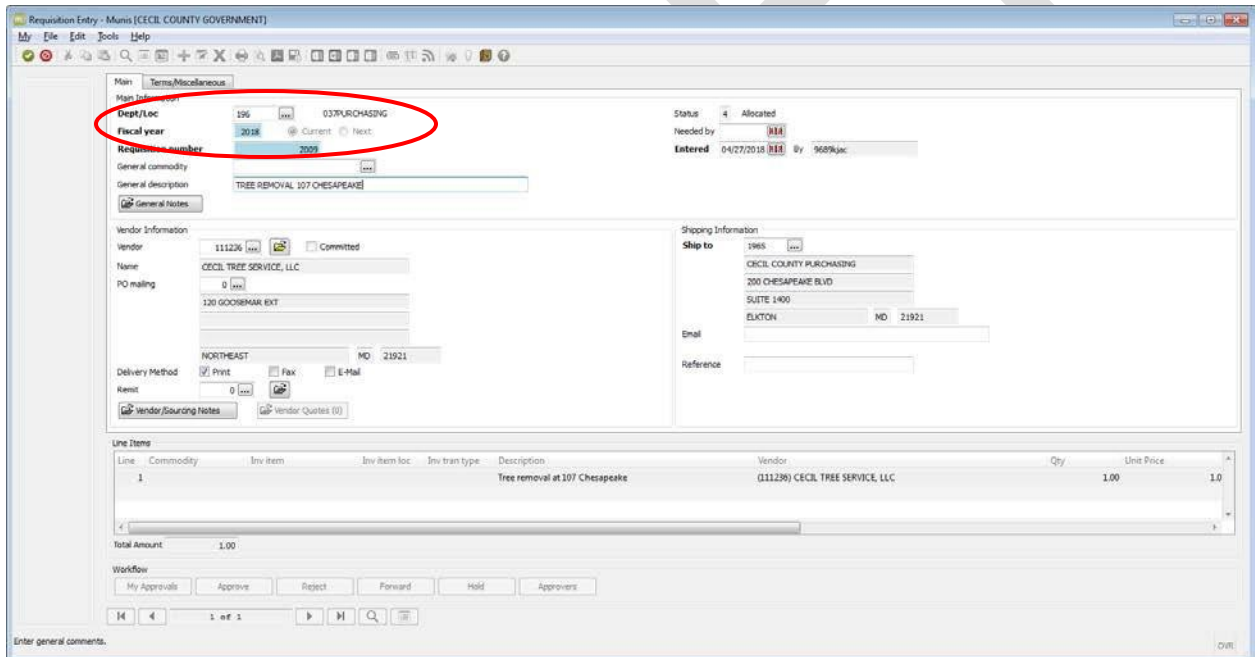


Click on Requisition Entry.

CECIL COUNTY, MARYLAND
PURCHASING MANUAL



Click on green plus (+) sign icon.



Make sure your dept/Loc and Fiscal Year numbers are correct

Tab through until you get to General Description and enter what the requisition is for, this information will be what appears in the newspaper.

In the Vendor box, input Vendor number and tab through until you get to next screen.

CECIL COUNTY, MARYLAND
PURCHASING MANUAL

Requisition Entry - Mavis (CECIL COUNTY GOVERNMENT)

Main Terms/Miscellaneous

Terms

Discount % 0.00

Freight % .000

Freight meth/terms FOB DEST / NET 30

Bill to 1920 CECIL COUNTY ACCOUNTS PAYABLE

Bill to email

Special handling N - NONE

Miscellaneous

Allocation

Buyer 9689car

Review CHRISTINE CARPENTER

Type N - NORMAL

Purchase order

Notify originator when converted to PO/Contract.

Notify originator of averages.

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor	Qty	Unit Price
------	-----------	----------	--------------	---------------	-------------	--------	-----	------------

Total Amount

Workflow

My Approvals Approve Reject Forward Hold Approvers

Enter the discount offered on the unit price (20.00 = 10%).

Tab through until you get to “Freight meth/terms” and input “FOB DEST / Net 30”.

Tab through until you get to “Type” and select what type of requisition this will be: NORMAL, BLANKET, or EMERGENCY. Then tab through to the next screen.

CECIL COUNTY, MARYLAND
PURCHASING MANUAL

The screenshot shows the 'Line Detail' window with the following sections:

- Requisition:** Fiscal year 2018, Number 2009, Line 1.
- Detail:** Quantity 1.00, Unit price 1.00000, UOM EACH, Freight .00, Discount percent .00, Credit .00, Line item total 1.00. Description: Tree removal at 107 Chesapeake.
- Miscellaneous:** Vendor 111236 CECIL TREE SERVICE, LLC, Dept/Loc 196 037PURCHASING.
- Table:** A table with columns: Seq, Org, Obj, Project, Description, Amount, GL Bud. Row 1: 01, 60826100, 503100, SUPPLIES, 1.00.
- Footer:** 60826100-503100, GL Available Budget 337.85, Amount to be allocated to the entered account(s).

Input your Quantity

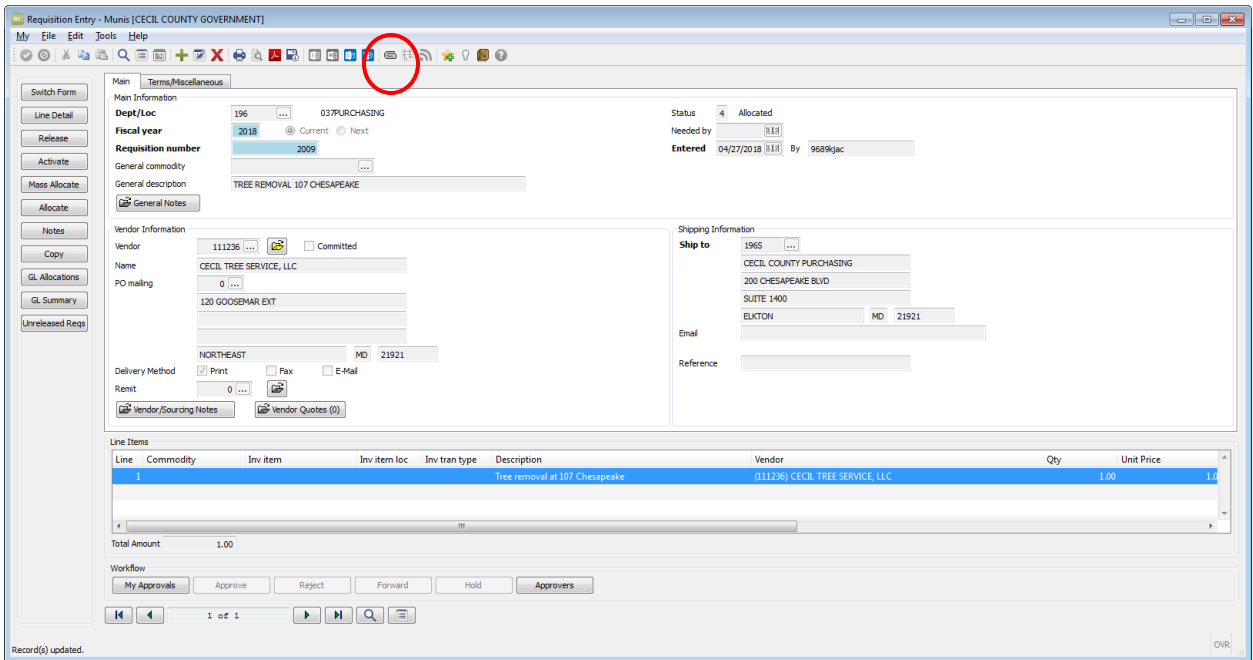
Description: Input description of what is being procured.

Unit Price: Input unit price

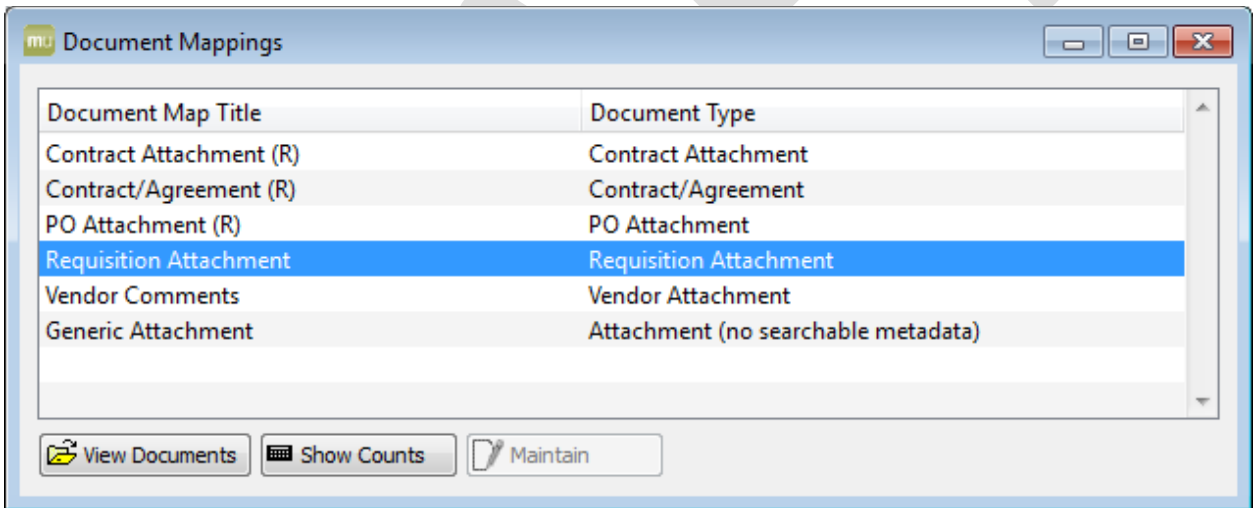
Tab through to your accounting section and input what account funds will be taken from.

Click on green check mark  and close out section

CECIL COUNTY, MARYLAND
PURCHASING MANUAL

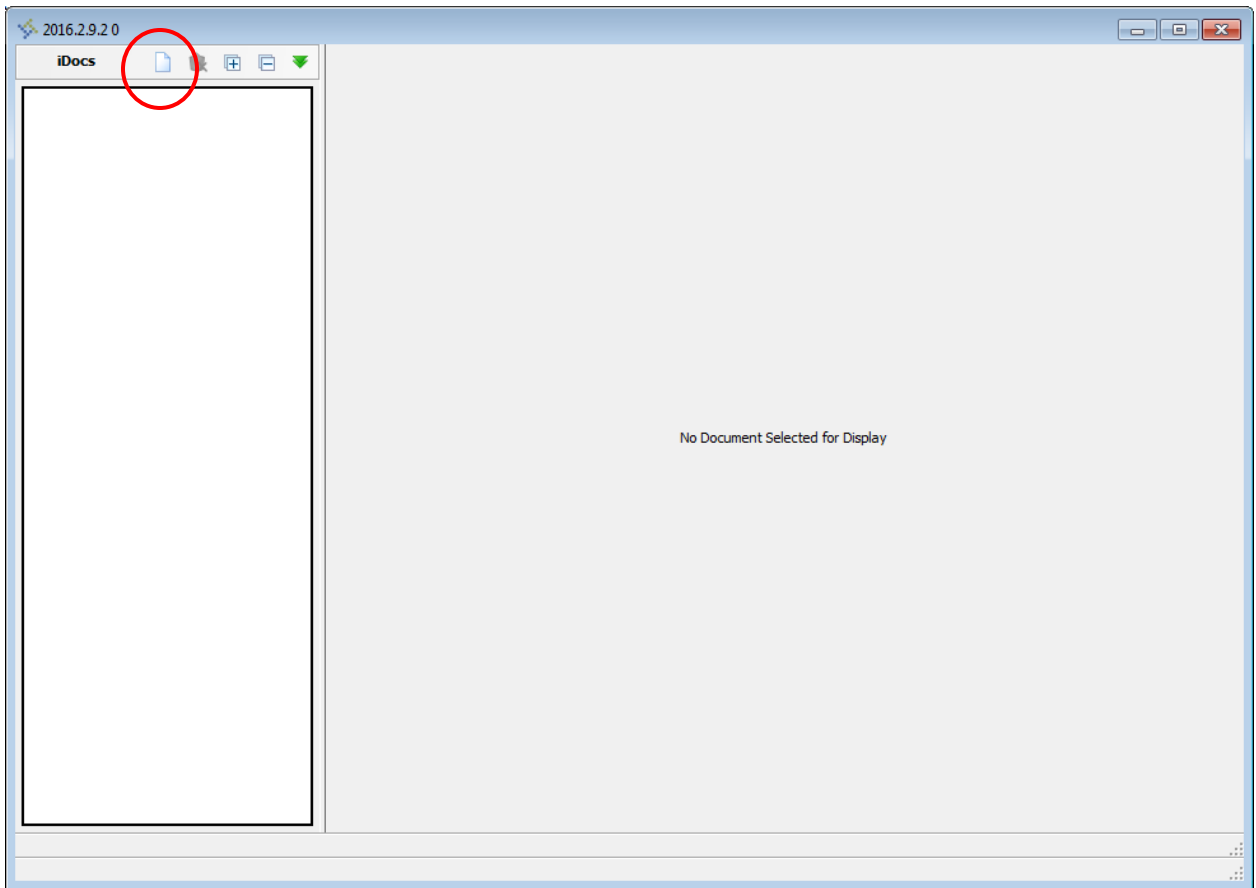


Click on paper clip icon



Select Requisition Attachment.

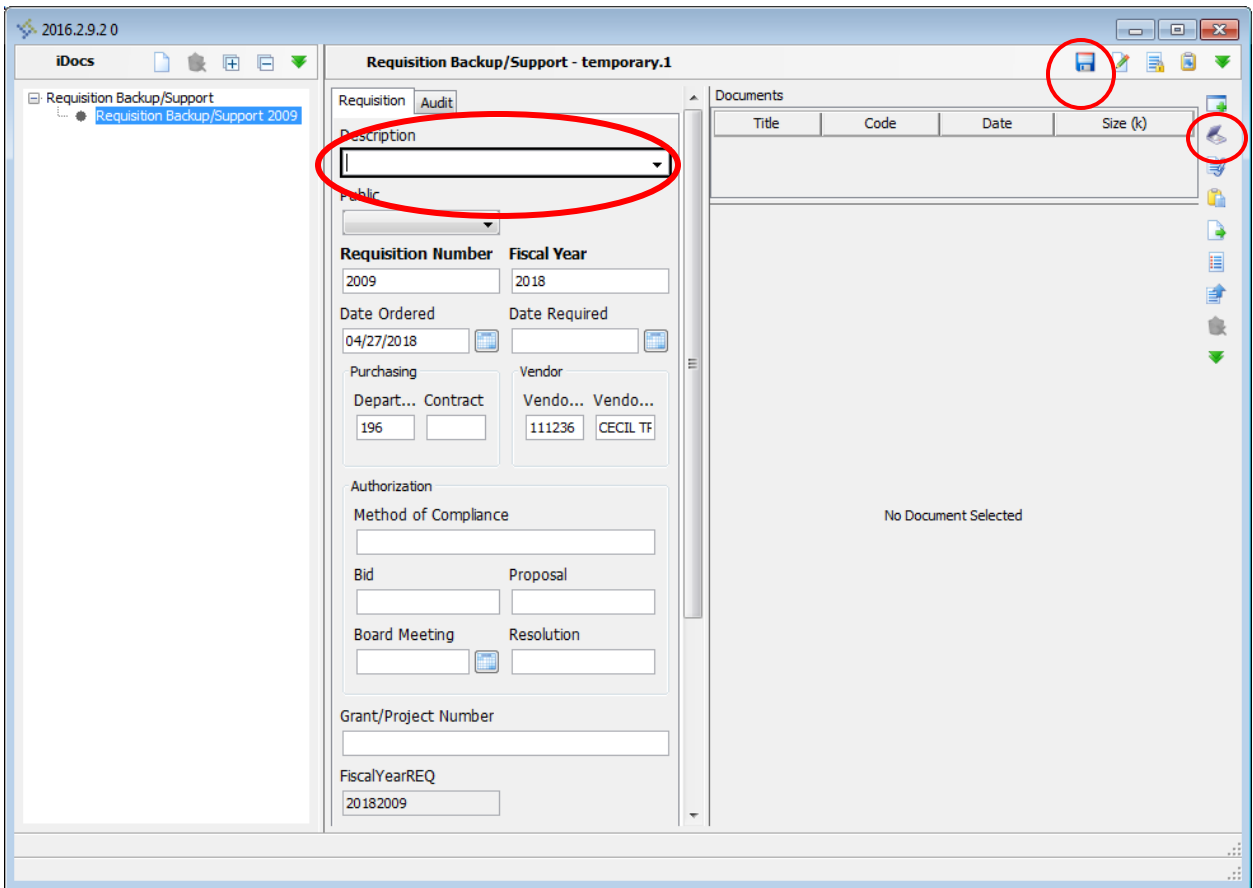
CECIL COUNTY, MARYLAND
PURCHASING MANUAL



Click on white paper icon.

DRAFT

CECIL COUNTY, MARYLAND
PURCHASING MANUAL



Write a description of what the document(s) are.

Click on scan icon, when done scanning all documentation to go along with requisition click finished.

Click save button.

CECIL COUNTY, MARYLAND
PURCHASING MANUAL

Requisition Entry - Munis [CECIL COUNTY GOVERNMENT]

Main Information
Dept/Loc: 196 037PURCHASING
Fiscal year: 2018 (Current) Next
Requisition number: 2009
Status: 4 Allocated
Entered: 04/27/2018 11:11 By: 9689jac

Vendor Information
Vendor: 111236 CECIL TREE SERVICE, LLC
Name: CECIL TREE SERVICE, LLC
PO mailing: 0
120 GOOSMAR EXT
NORTHEAST MD 21921

Shipping Information
Ship to: 196S
CECIL COUNTY PURCHASING
200 CHESAPEAKE BLVD
SUITE 1400
ELKTON MD 21921

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor	Qty	Unit Price
1					Tree removal at 107 Chesapeake	(111236) CECIL TREE SERVICE, LLC	1.00	1.00

Total Amount: 1.00

Workflow
My Approvals Approve Reject Forward Hold Approvers

Click “Release” and you are done.

If you need to see where your requisition is in the approval process, click on the Approvers button (note, you must release the Requisition first). All approvers will be listed along with a note indicating whether or not each person on the list has approved it.

Once all appropriate approvals have been received, a purchase order will be issued, signed by the Purchasing Agent and mailed to the vendor. This is the binding purchase contract providing details and requirements of the purchase.

In the event your requisition is rejected, you will be notified via an email if you have elected to have MUNIS notify you automatically. If you are not on the MUNIS email system, you should periodically review the approvers (see previous paragraph) to check on the status of your req.

Rejected requisitions can either be deleted or corrected. The first step for both is to go to Requisition Entry and click on the browse icon (magnifying glass). Enter the fiscal year and req number of the requisition you need. Your req will appear on the screen and the status will say “Rejected”. Click on the “activate” button located on the left side of the screen and either delete or make the appropriate corrections. If corrections are completed, click on the “Release” button again to send the requisition back through the approval process.

APPENDIX B

REQUEST FOR PROPOSAL (RFP) PROCESS

What is the RFP Process?

An RFP should be used when a project is sufficiently complex that it warrants a proposal from a supplier. It is intended to encourage a supplier to submit an organized proposal that can be evaluated using a quantifiable methodology.

All RFP's must include the following:

1. Overview of the Business Issue – a description of the business issue that is driving this purchase. It should be stated in one or two paragraphs and should give suppliers a summary of the project and why it was initiated.
2. Description of Products or Services – a brief description of the products or services that are needed.
3. Detailed Business Requirements – Must be clearly outlined in document. Can include support requirements, delivery guidelines, design specifications, quality metrics, etc. The purpose is to give the suppliers details of what is needed by the County for this purchase so that the suppliers can come up with a proposal that meets these requirements.
4. Other Information – Can include usage data, demand projections, estimated useful life, survey results, etc.
5. Performance Metrics – If applicable, describe some performance metrics that will be used to measure supplier performance in the future. This will help suppliers get an idea of what will constitute excellent performance.
6. Due Date – must be clearly identified, as part of an overall evaluation timeline including all key decision dates, which display RFP creation date, RFP send date, the time period for questions, date of pre-bid conference (if applicable), the due date for proposals, the selection period, and the projected award date.
7. Point of Contact – The point of contact that coordinates communication with the suppliers. If appropriate, a backup point of contact should be identified. Points of contact should be identified separately for technical or purchasing questions.
8. Selection Criteria – should clearly state the areas and metrics that supplier proposals will be evaluated on. If possible, the RFP should disclose the weighting that a particular section or topic will be given as a part of an overall proposal score. When establishing the scoring criteria, and deciding how much of the weight or the available points to assign to price, you must **test your math**, and make sure that you haven't allowed price or technical to be so strong that highest technical score or lowest price is a "slam dunk" no matter how the other scores turn out. For example, if you establish price 80% of the weight in your scoring

system, a vendor with the lowest price will win no matter what the technical proposal is likely to say.

9. Technical and Pricing Proposals – technical and pricing proposals shall be submitted in separate packages. The pricing proposals shall not be distributed for review until the technical proposals have been evaluated and a “short list” of well qualified vendors has been established.
10. Evaluation Team – must be defined in advance. Team should include a minimum of three members, with a maximum of six members. Team should include stakeholders of the business problem and people with expertise who are expected to add value to the evaluation. One member from Purchasing shall be present but as a non-voting member. Evaluation Team must be pre-approved by Director of Administration.
11. Other Documents – Insurance requirements, bonding requirements, diversity certifications, other County specific forms.
12. How to Respond – must clearly identify where to send the proposal, and in what required format, including number of originals and copies (if applicable).

Appendix C



**PURCHASE
CARD REQUEST
FORM**

Date: _____

TO: Director of Administration

FROM: _____ (Department Head)

SUBJ: Purchase Card Request

I formally request a Cecil County, Maryland Procurement Card be issued to the following:

NAME OF CARDHOLDER _____
print (first, middle initial, last)

DEPARTMENT: _____

TOTAL PURCHASE LIMIT: \$ _____
(amount the cardholder will be authorized to purchase within the 30 – day billing period)

JUSTIFICATION FOR CARD ISSUANCE:

(Describe the types of purchases to be made and reasons for issuing a procurement card)

EMPLOYEE COUNTY ID NUMBER: _____

Department Head Name: _____
(signature)

APPROVED/DISAPPROVED (circle one)

Date: _____

(County Administrator/Designee Signature)

Upon approval, forward to Purchasing Agent

APPENDIX D

CECIL COUNTY GOVERNMENT PROCUREMENT CARD TRANSACTION LOG						
For the statement ending:				Card Number: (last four digits)	PO Number:	
Cardholder:				Per Diem Rates: Please visit website www.gas.gov/portal/category/21287 for current rates, local or out of town		
Department:						
#	DATE	Purchase Amount	Vendor	DESCRIPTION	General Ledger Account No.	Purchase order #
1						
2		\$				
3		\$				
4		\$				
5		\$				
6		\$				
7		\$				
8		\$				
9		\$				
10		\$				
Log Total		\$ -				
Other		\$ -				
Statement Total		\$ -				
(Other - Normally zero, this could include disallowed items the cardholder must pay by attaching a check to this report.)						
Cardholder's Signature:				Reason for Travel:		
Approval Signature:				<i>Pleas return your signed completed form with receipts to Accounting</i>		
Department Supervisor						

APPENDIX E



VEHICLE & EQUIPMENT

NEW PURCHASE / REPLACEMENT / DISPOSAL REQUEST FORM

Department/Division: Date of Request:

Requestor Name & Title:

New Purchase (Use Section I) Replacement (Use Section II) Disposal (Use Section III)

Section I: New Vehicle or Equipment Purchase (Complete if New Asset is being Procured)

Year/Mk/Model of New Unit:

Estimated Total Cost of New Asset with accessories:

Is new request budgeted for current FY? No Yes

Reason for new purchase:

Was First Vehicle Services (FVS) Contacted?: No Yes

(Note: Coordination between Fleet Manager and FVS must happen prior to procurement process. FVS's advice and expertise is used to ensure the fleet remain consistent and parts are easily available for the new vehicle or equipment)

Section II: Replacement (Complete if Asset is being Replaced)

Year/Mk/Model of Current Unit:

VIN: Mileage or Hours: Unit #:

Year/Mk/Model of Replacement:

Is replacement request budgeted for current FY? No Yes

Is replacement of equal character of current Unit? No Yes

If No, describe the full reason why replacement asset better meets the demands of its purpose:

Estimated Total Cost of Replacement with accessories:

Section III: Disposal (Complete for Vehicle or Equipment Out of Service)

Year/Mk/Model of Unit:

VIN:

Mileage or Hours

Unit #

Reason for Disposal:

Expected Disposal Date:

Parked location of Vehicle or Equipment:

Any accessories still useable?

No

Yes

If Yes, describe all accessories and where accessories will be located and its intended use:

Section IV: Authorization

Department/Division – Signature

Date

Purchasing / Fleet Manager – Signature

Date

Director of Finance – Signature

Date

Director of Administration – Signature (for new purchase only)

Date

For Purchasing/Fleet Manager Use Only

Expected Delivery Date of New Purchase or Replacement:

Quote and Supporting Documents Attached for New or Replacement Asset? No __ Yes __

Expected Auction Date for Replaced or Disposed Unit:

FVS Notified of New Purchase, Replacement, or Disposal?:

No

Yes

Submit to Fleet Manager; Reviewed by Budget; approved copy to Fixed Asset Accountant and Risk Mgmt Administrator

APPENDIX F

Office of the County Executive

Alan J. McCarthy
County Executive

Alfred C. Wein, Jr.
Director of Administration

Office: 410.996.5202
Fax: 410.996.1014



**Department of Finance
Purchasing Division**

Purchasing Office
410.996.5395

Purchasing Office Fax
800.562.3982

County Information
410.996.5200
410.658.4041

CECIL COUNTY, MARYLAND

Department of Finance
Purchasing Division
200 Chesapeake Boulevard, Suite 1400, Elkton, MD 21921

Agreement of Jurisdiction

Governing Law; Consent to Jurisdiction. This procurement shall be governed by the laws of the State of Maryland, and the parties submit to the jurisdiction of the courts of the State of Maryland. This agreement may not be modified except in writing executed by the parties.

VENDOR NAME: _____

REPRESENTATIVE: _____

VENDOR ADDRESS: _____

VENDOR TELEPHONE: _____

AUTHORIZED SIGNATURE: _____

DEPARTMENT REQUESTING JURISDICTION AGREEMENT: _____

Return completed document to:

Purchasing Office
200 Chesapeake Boulevard, Suite 1400
Elkton, Maryland 21921
Phone (410) 996-5395
Fax (800) 562-3982
Email PurchasingOffice@ccgov.org

APPENDIX G

PURCHASE CARD (P-CARD) PROCEDURES

Employees are required to complete and sign a Cardholder Usage Agreement.

New Cardholders are under review for 3 months after obtaining a Purchasing Card.

All Cardholders are required to attend “P-Card Procedure Seminar” to acquaint themselves with reporting and usage procedures.

Cardholder Responsibilities

- It is the Cardholder’s responsibility to keep the card and card account number secure and confidential.
- Only one card is issued per employee and only the cardholder is authorized to use the card.
- Cards may not be used for personal purchases.
- The card must be used a minimum of two times a year to remain active, using the card for Cecil County business only.
- The Cardholder is also required to allocate transactions weekly in Cecil County Tyler Munis system.
- The Cardholder is responsible for obtaining and retaining itemized receipts for each transaction for a minimum of five (5) years.
- The Cardholder must attempt to resolve billing errors with a merchant.
- In the event of a lost or stolen card, the Cardholder must immediately inform the issuing bank as well as the Account Administrator.
- The Cardholder must ensure that funds are available to pay for items being purchased.

Approving Official Responsibilities

- It is the Approving Officials responsibility to verify that the purchase is appropriate, compliant with Cecil County policies, and allocated to the correct fund/GL code.
- The Approving Official is also responsible for reviewing all Purchase Card documentation such as receipts, packing slips, etc.
- The Approving Official is to notify the Account Administrator immediately when a Cardholder is terminated, retiring or changing departments within Cecil County.

Uniqueness of Each Card

The Cecil County Purchase Card that the Cardholder receives is imprinted with the Cardholder's name and is embossed with the Cecil County tax exempt number. The card identifies (electronically) the dollar limits for that Cardholder and the authorized merchant codes.

Dollar Limits

Use of this card is subject to a single transaction limit, and a monthly aggregate limit, both of which are set by the Cardholder's Approving Official. These limits may be modified as the circumstances necessitate through application with the Account Administrator.

These limits are coded in the magnetic strip of each card and will be identified each time a purchase is attempted. Authorization at the point of purchase will be approved only if the purchase falls within the dollar limits coded on the Cardholder file.

Transactions will be declined if they exceed the monthly or single transaction limit. Transactions may not be split to avoid the single transaction limit.

Acceptable Merchants

Merchants are identified as to their type of business by a Merchant Category Classification (MCC) code. The MCC is coded in the magnetic strip of each card and will be identified each time a purchase is requested.

Authorization at the point of purchase will be approved only if the merchants' MCC code on the Cardholder's file allows purchase at that particular type of merchant or business. Merchant types have been pre-selected by Cecil County, Maryland.

Transactions will decline if the MCC Code is not on the pre-selected file.

Prohibited Merchants

Some Merchants are restricted from the Purchase Card Program. The following are examples and not all inclusive of restricted merchants:

- Jewelry Stores
- Pawn Shops
- Liquor Stores
- Medical Doctors
- Consignment Stores
- Auction Houses
- Lyft/Uber and Air BNB

Use of Card

The Purchase Card is the preferred method of payment. Use of the card must be consistent with good purchasing practices and align with Cecil County's Policies and Procedures and follow the Cecil County Purchasing Manual Policy.

The Cardholder must ensure funds are available to pay for items being purchased.

All items purchased over the counter must be immediately available. No back ordering is allowed.

Purchases not readily available that require shipment at a later date must be charged to the card at the time of shipment.

Internet purchases through a secure site are permitted. All items must be shipped to a Cecil County Government location and received by a Cecil County Government employee.

All items ordered online or over the phone must be shipped to a Cecil County Government location and received by a Cecil County Government employee. All receipts are to be signed off as received and dated by someone other than the person ordering.

When purchasing items by phone, online or over the counter, the Cardholder must inform the merchant that the purchase is for "Cecil County, Maryland and is tax exempt." The Cecil County, Maryland tax exempt number is embossed on the card. Cecil County tax exempt status does not apply to local or county tax assessments. It is the cardholder's responsibility to recover any tax charged.

Declined Charges: Transactions may be declined for Merchant Category, exceeded dollar limits or incorrect card information. Contact the Account Administrator at 410-996-5395.

Processing Statements for Payment

The card provider will provide the following monthly statements within five business days after the 30 day billing cycle.

- a. Cardholder Statement of Account - all purchases, credits, and the transaction data the Cardholder has made in the 30 day billing cycle.
- b. Finance Office Official Invoice - The official invoice, which Cecil County will pay within five (5) business days.

The Account Administrator will download the transactions from the card provider and upload the charges into the Tyler Munis weekly.

All Cardholders are required to allocate their charges at least biweekly to the appropriate account/fund. Each transaction must have a matching receipt and/or other supporting documentation (e.g., a packing slip), attached in the Tyler Munis Content Manager. A short description of the charge is to be added in the description field in the transaction.

The Approving Official will validate and approve transactions weekly.

Upon receipt of the monthly statement the cardholder is required to review the statement and attach to an appropriate purchase card statement in Munis.

Returns: Cardholders must check subsequent Tyler Munis uploads for the credit and attach all documentation to the Tyler Munis Content Manager. If no documentation can be obtained, a note must be made in the charge description in Tyler Munis.

Lost or Stolen Cards

Cardholders report lost or stolen cards immediately to the card provider, which is available 24 hours/day and to the Account Administrator.

Cardholders must also notify his/her Approving Official of the lost or stolen card within one (1) working day after discovering the card missing. The Approving Official and Cardholder must submit a written report to the Account Administrator within two (2) working days and must include:

- a. Cardholder's complete name
- b. Cardholder's employee number
- c. Date and location of loss
- d. If stolen: date reported to the police and police report number
- e. Date and time the provider was notified and the name of person spoken with
- f. Any purchases made on the day the card was lost/stolen
- g. Other pertinent information

All charges during that timeframe must be verified by the cardholder and if fraudulent charges were made, a dispute form has to be submitted to the card provider within 60 days.

A replacement card will be mailed by the card provider to the Purchasing Department.

A card that is subsequently found by the Cardholder after being reported lost or stolen should be cut in half and forwarded to the Account Administrator in the Purchasing Department.

Fraudulent Charges

Should a Cardholder find fraudulent charges on their Purchase Card, the cardholder must immediately notify the Account Administrator. The Administrator will review all charges within that timeframe with the Cardholder and if necessary close the card account with the card provider. A replacement card will be issued within five (5) working days. A dispute form must be filled out for each fraudulent charge.

Acceptable Purchase Card Purchases

The categories listed below can be considered acceptable purchases but are not limited to:

- Office Supplies
- Conference/Registrations
- Instructional Supplies and Materials
- Housekeeping/Maintenance Supplies
- Computer peripherals
- Small Equipment, Furniture and Appliances
- Approved Travel Expenses

Unacceptable Purchase Card Purchases

Unacceptable purchases are:

- Cash Advances
- Textbooks
- Contracted Services to an individual
- Personal Purchases
- Gift Cards
- Equipment or Sensitive Items tracked by Fleet Management

A Cardholder determined to have made an unacceptable purchase with their Cecil County issued Purchase Card may be held liable for the total amount of the unauthorized purchase.

Travel Expenses

Approved Travel Expenses may be paid with the purchase card for overnight travel only.

Allowable Travel Expenses are:

- Lodging
- Transportation like Airfare, Car Rental, Taxi, etc.
- Tolls, Parking
- Actual Cost of Meals as per the GSA Federal Travel Regulation (FTR).

Travel Expenses that are not allowable:

- Tobacco and alcohol
- Gym fees
- Movies, Magazines, Snacks, Personal Toiletries
- Room Service
- Expenses related to family members

Audits

New Cardholders are under review for the first three (3) months

Cardholders may be selected for random audits to ensure policy compliance.

Renewals

All Purchasing Cards expire three (3) years after the issue date.

Noncompliance

Cardholders are randomly audited for policy compliance. There are three (3) degrees of violation: Low, Medium, and High.

Low degree of violation include:

- Honest mistakes, such as accidental use of the purchase card for personal purchase, inadvertent use of not acceptable merchant like Etsy, etc.
- Repeated failure to allocate charges correctly or in a timely manner.

Low degree of violation penalties:

First Offense: An email from the Account Administrator to the Cardholder with the reminder of Purchase Card Policy.

Second Offense: Notification to the employee's Approving Official/supervisor by the Account Administrator with copy to the Finance Office.

Third Offense: Suspension of the Purchase Card for 30 days.

Medium degree of violation include:

- Repeated use of unacceptable merchants and unacceptable purchases.
- Repeated personal use.
- Splitting transaction to circumvent single transaction limit.
- Consistently failing to allocate charges correctly and in a timely manner.

Medium degree of violation penalties:

Notification to Approving Official/supervisor and suspension or loss of Purchase Card.

High degree of violations include:

- Willful intent to disregard rules.
- Illegal or fraudulent use of Purchase Card.

High degree of violation penalties:

Immediate loss of Purchase Card and immediate notification of the Approving Official/Supervisor, Finance Office and Human Resources for further steps.

APPENDIX H

Safety Boot-Shoe Policy Memorandum

1. This memorandum establishes policy and procedures for providing safety boots and/or safety shoes to employees of Cecil County, Maryland.
2. Cecil County has set a limit for the purchase of safety boots or safety shoes per employee per year as written within each Departments/Division policy.
3. Each Department/Division is responsible to assess its jobs and tasks to determine which employees, if any require safety boots or safety shoes, and which criteria apply for the safe performance of work and what pricing and accessory guidelines are permitted.
4. The Safety Shoe may be required to meet the ASTM F 2413, MI/75 C/75, EH specifications, with some of the following criteria:
 - a. Boots – Lace up or pull on
 - b. Shoes - Lace up or pull on
 - c. Water Resistant
 - d. Slip Resistant
 - e. Electrical Hazard
 - f. Chemical Resistant
 - g. Non-Marking
 - h. Protective Toe Cap
 - i. Puncture Resistant
5. Employees are not allowed to wear old safety boots or old safety shoes after new boots/shoes are received.
6. Employees are required to wear the safety boots/shoes at all times while working.
7. A Purchase Order will be opened by each Department/Division to cover the reimbursement provided by the County.
8. Employees purchasing safety boots/shoes over the County Department/Division authorized limits will be required to pay the difference in the cost.
9. Each employee will have shoes fitted by a Certified Safety Shoe Fit Specialist.
10. Each Department/Division will be responsible for ensuring that their employees are trained on this policy and for enforcing its provisions.

APPENDIX I



CECIL COUNTY, MARYLAND

SOLE SOURCE JUSTIFICATION FORM

A Sole Source Justification may be made when there is clearly and legitimately a single source of supply.
Users must be familiar with Cecil County's purchasing Code Chapter 92 § 183-S.

Requestor Name:

Title:

Vendor Name:

Department:

Sole Source

Or

Sole Source with Single Source Vendor

Sole Source (Defined: only one person or company can provide goods, services or technology needed.)

Goods or Services to be obtained:

Summarize unique requirements or specific challenge(s) that prevent this procurement from being competitively quoted from multiple vendors:

Sole Source-Single Source Vendor Request (Defined: Alternatives may be available, but may not be feasible, practical or cost-effective)

Goods or Services to be obtained:

Summarize the circumstances leading to the selection of the stated vendor::

Attach this form, and any additional backup information to the Requisition. Questions? Contact Purchasing at (410) 996-5395.