I. **Purpose:** The purpose of this procedure is to establish general processes within each purchasing category for the procurement of goods and services authorized under the County Code.

II. **Procurement Categories**

1. **Category One: purchases up to $5,000 (small / micro purchases).** Purchases of $5,000 or less are procured on the open market and competition is not required. Approval authority is delegated to the Department Director, or designee.

2. **Category Two: purchases $5,000.01 to $25,000.** Notation of three published price references or quotations is standard practice. Requires approval of the source selection by Procurement.

3. **Category Three: purchases $25,000.01 to $250,000.** Requesting at least three written price quotations by solicitation is standard practice. Requires approval of the source selection by Procurement.

4. **Category Four: purchases $250,000.01 to $500,000.** Source selection based on competitive, sealed Invitations for Bids, Invitations to Negotiate, Requests for Qualifications, or Requests for Proposals is standard practice. Requires approval of the County Administrator, or designee for source selection and execution of any resulting two-party Agreement.

5. **Category Five: purchases greater than $500,000.** Source selection based on competitive, sealed Invitations for Bids, Invitations to Negotiate Request for Qualifications, or Requests for Proposals is standard practice. Requires approval by the Manatee County Board of County Commissioners (“Board”) of the source selection and authorization of the execution of any resulting two-party Agreement.

II. **CATEGORY ONE PURCHASES UP TO $5,000**

Accountability for compliance with Category One procedures is delegated to the Department Director. The Department Director, or designee, is authorized to proceed without obtaining competition when (a) the administrative cost of such competitive sourcing regularly exceeds any benefits of securing the commodities or services efficiently or (b) after considering cost, need, time available and familiarity with the market for the goods or services to be acquired, that competition is not required. Transactions must not be artificially divided into smaller purchase amounts to meet this threshold.

Obtaining quotes is not required for these purchases. However, it is good practice for Departments to periodically check pricing in the marketplace to ensure it is obtaining the best value for the County. The first and preferred method for these small purchases, unless the
good/service is available on a County contract, is ordering and paying via the requestor’s Visa Purchasing Card (PCard) up to the cardholder’s purchasing threshold. (NOTE: Prior to PCard purchases for all computer hardware and software purchases, including peripherals such as monitors and keyboards, the Department must first obtain approval from the Information Technology ("IT") Department. For those purchases up to $5,000 in which the amount is greater than the PCard holder’s limit, or with suppliers who do not accept PCards, the following procedure applies:

A. Department will:
   1. Enter a requisition into the County’s Enterprise Resource Planning ("ERP") database with the correct funding account number designating the selected supplier.
   2. Approve the requisition through workflow and forward to Procurement.
   3. Submit any supporting documentation to Procurement with the requisition.

B. Procurement will:
   1. Confirm the required supporting documentation has been submitted by the Department.
   2. Process the requisition and create a Purchase Order.
   3. When the supplier is required to deliver goods and provide services at County locations, Procurement will obtain the initial certification of supplier’s insurances for general liability, automobile liability, employer’s liability and Workers’ Compensation as well as any other applicable insurance requirements or bonds.
   4. Forward the Purchase Order to the supplier for fulfillment of the order.

III. CATEGORY TWO PURCHASES: PURCHASES TOTALING $5,000.01 TO $25,000
Notation of three (3) price quotations is standard practice with limited exceptions. Category Two procurements generally do not justify the administrative time and expense involved in conducting a competitive solicitation process. For those purchases totaling at least $5,001 and up to $25,000 the following procedure applies:

A. Department will:
   1. Prepare a scope of work with specifications, drawings or plans, and a pricing form for the required goods and services. Scopes and specifications shall be sufficiently detailed to provide for full and fair competition. Pricing forms should adequately itemize the items for which pricing is required. NOTE: If the purchase is partially or fully funded by a grant, the Department must provide any specific grant requirements as part of the specifications.
   2. In advance of submitting a requisition to Procurement, the Department may contact a minimum of three (3) suppliers to obtain pricing. In the event responses are not received from at least three (3) suppliers, a follow-up attempt to obtain pricing from other sources should be made.
   3. Create a requisition in the County’s ERP database with the correct funding account number.
   4. Approve the requisition through workflow and forward to Procurement.
5. Electronically submit the scope, specifications, any quotes received, and any other supporting documents, such as any grant funding requirements, to Procurement, identifying the documents with the applicable requisition number.

B. Procurement will:
   1. When at least three (3) quotes are submitted by Department, confirm the quotes are for the same specifications and/or scope of work and the quote dates are within the past ninety (90) days.
   OR
   When less than three (3) quotes are submitted by the Department, reach out to other potential sources and request quotes, notating in the supporting documentation the source and name of the individual contacted.
   2. Process the requisition and create the contract document and/or Purchase Order to the lowest responsive and responsible bidder. Procurement staff must use the current approved Procurement Purchase Order form and/or Agreement Template approved by the County Attorney.
   3. With only a few exceptions, negotiation of County established terms and conditions are not allowed for Category Two purchases. If the supplier will not accept the County terms and conditions, Procurement will, negotiate terms consistent with County requirements subject to the approval of the Procurement Official and forward to County Attorney utilizing the Request for Legal Services (RLS) process.
   4. Once the terms and conditions are approved, forward the Purchase Order/Agreement to the supplier for acceptance and/or execution.
   5. When the supplier is required to deliver goods and provide services at County locations, Procurement will obtain the initial certification of supplier’s insurances for general liability, automobile liability, employer’s liability and Workers’ Compensation, and any other applicable insurance requirements or bonds.
   6. Execute the Agreement and distribute the fully executed Agreement and/or Purchase Order to the supplier for fulfillment.

IV. CATEGORY THREE: PURCHASES $25,000.01 TO $250,000
Source selection based on written Invitations to Quote or Requests for Offers is standard practice. Requires approval of the source selection by the Procurement Official. For those purchases totaling $25,000.01 to $250,000 the following procedure applies:

A. Department will:
   1. Prepare a scope of work with specifications, drawings or plans, and a pricing form for the required goods and services. Specifications must be sufficiently detailed to provide for full and fair competition. Pricing forms should adequately itemize the items for which pricing is required. NOTE: If the purchase is partially or fully funded by a grant, the Department must provide any specific grant requirements as part of the specifications.
2. Prior to creating the requisition for all computer hardware and software purchases, including peripherals (e.g., monitors, mouse, keyboards), the Department must obtain approval from the IT Department.

3. Create a requisition in the County’s ERP database with the correct funding account number.

4. Approve the requisition through workflow and forward to Procurement.

5. Electronically submit the pricing form, scope, specifications and any other supporting documents to Procurement, identifying the documents with the applicable requisition number.

B. **Procurement will:**

1. In collaboration with the Department representative(s), determine the method of solicitation and develop the appropriate solicitation document.

2. Review specifications/scopes of work to ensure they are clear, competitive, and concise. If Procurement identifies any potential area in the specifications/scopes of work that may require modifications, Procurement will make a recommendation to the Department for consideration. NOTE: No changes to technical specifications should be recommended unless a potential error is identified, or restriction of competition is evident.

3. Directly solicit at least three written quotes and/or advertise the solicitation on the County website, through other appropriate media outlets, and as otherwise required by the funding source or grantor.

4. Conduct a due diligence review and facilitate the evaluation of responses.

5. Present a recommendation for award.

6. Upon approval of the recommendation, process the requisition and create the Agreement document and/or Purchase Order to the recommended supplier. Procurement staff must use the current approved Procurement Purchase Order form and/or Agreement Template approved by the County Attorney.

7. With a few exceptions, negotiation of County established terms and conditions are not allowed for Category Three purchases. If the supplier will not accept the County terms and conditions, Procurement will, subject to the approval of the Procurement Official, negotiate terms consistent with County requirements and forward to County Attorney utilizing the RLS process.

8. Once the terms and conditions are approved, forward the Purchase Order/Agreement to the supplier for acceptance and/or execution.

9. When the supplier is required to deliver goods and provide services at County locations, Procurement will obtain the initial certification of supplier’s insurances for general liability, automobile liability, employer’s liability and Workers’ Compensation as well as any other applicable insurance requirements or bonds.

10. Execute the Agreement and distribute the fully executed Agreement and/or Purchase Order to the supplier for fulfilment.
V. CATEGORY FOUR AND CATEGORY FIVE PURCHASES GREATER THAN $250,000
Source selection is based on competitive, sealed Invitations for Bids, Invitations to Negotiate, Request for Qualifications, Request for Proposals or other competitive methods approved by the Procurement Official. Category Four purchases require approval of the source selection and execution of the Agreement by the County Administrator, or designee. Category Five purchases require approval of the source selection by the Board and authorization of the execution of any resulting two-party Agreement. For those purchases in excess of $250,000 the following procedure applies:

A. The Department will:
1. Prepare scope and specifications, any drawings or plans, and a pricing form for the required goods and services. Specifications shall be sufficiently detailed to provide for full and fair competition. Pricing forms should adequately itemize the items for which pricing is required. NOTE: If the purchase is partially or fully funded by a grant, the Department must provide any specific grant requirements as part of the specifications.
2. Create a requisition in the County’s ERP database with the correct funding account number.
3. Electronically submit the pricing form, specifications, scope of work and any other supporting documents to Procurement, identifying such documents with the applicable requisition number.

B. Procurement will:
1. In collaboration with the Department representative(s), determine the method of solicitation and develop the appropriate solicitation document.
2. Review specifications and scope of work to ensure the language is clear, competitive, and concise. If Procurement identifies any potential area in the specifications or scope of work that may require modifications, Procurement will make a recommendation to the Department for consideration. NOTE: No changes to technical specifications should be recommended unless a potential error is identified, or restriction of competition is evident.
3. Solicit written bids or proposals by advertising the solicitation on the County website and through other appropriate media outlets and as required by the funding source or grantor. In addition, documents will be made available to local business organizations whose purpose is to further business opportunities for Manatee County businesses (e.g., Chambers of Commerce).
4. Conduct a due diligence review and facilitate the evaluation of responses.
5. Facilitate the negotiations of the Agreement utilizing the current County Attorney approved Agreement Template. Negotiations should be primarily focused on the scope of work and related pricing. If the supplier will not accept the County terms and conditions, Procurement will, subject to the approval of the Procurement Official, negotiate terms consistent with County requirements and forward to County Attorney for legal review utilizing the RLS process.
6. Once the term of the Agreement has been agreed upon by both the County and the
supplier, post a Notice of Intent to Award at least seven (7) calendar days prior to the award of any Purchase Order or Agreement.

7. Present a recommendation for award to the Procurement Official or Board, as applicable.

8. Upon approval of the recommendation for award, process the requisition and create the Agreement document and/or Purchase Order. Procurement staff must use the current approved Procurement Purchase Order form approved by the County Attorney.

7. When the supplier is required to deliver to and/or provide services at County locations, obtain the initial certification of supplier’s insurances for general liability, automobile liability, employer’s liability and Workers’ Compensation as well as any other applicable insurance requirements or bonds.

8. Obtain final execution of the Agreement and distribute the fully executed Agreement and/or Purchase Order to the supplier for fulfilment.

VI. TECHNOLOGY PURCHASES

For all computer hardware and software purchases, including peripherals (e.g., monitors, and keyboards), the Department must first obtain approval from the IT Department. In addition to the procedures above, the following applies for all technology purchases:

Prior to requesting pricing and/or entering a requisition:

A. Department will:
   1. Develop technical specifications of the item(s) required.
   2. Submit a request to the IT Department with specifications of the item(s) required for approval to purchase.

Upon receipt of a request from the Department

B. IT Department will:
   1. Review the request for reasonableness, compatibility, and coordination with the technology goals and objectives of the County.
   2. Provide approval of the purchase to the Department. If approval is not granted, IT shall provide assistance to the Department in modifying the specifications or requirements to meet IT standards or by providing other options to meet the Department’s need.

VII. STATUTORY EXCEPTION FOR SPECIFIC CONSTRUCTION PROJECTS

Section 255.0525, Florida Statutes, mandates that specific construction projects with estimated construction costs in excess of the stated statutory amounts be competitively bid with public announcement of such bids in newspapers, and includes minimum times that these bids must be open for competition.
VIII. ESTABLISHED CONTRACTS
Purchases of goods and services in excess of $25,000 are not permitted where the goods and services are available under an Agreement that has been entered into pursuant to the requirements for Category Four or Category Five procurements. A current list of County term Agreements is available on the County intranet or by contacting the Procurement Division.

IX. PREVIOUSLY SOLICITED ITEMS
For previously solicited pricing of goods or services greater than $5,000 and up to $25,000, the pricing obtained for the same item(s) is valid and can be utilized without re-solicitation within a ninety (90) day period for additional purchases, as long as the supplier agrees to honor the original quoted pricing.

X. WITHDRAWAL OF OFFERS
Suppliers may withdraw offers as follows:
   a. For mistakes discovered before the opening of a solicitation, offers may be withdrawn by written notice from the supplier submitting the offer. This request must be received by the Procurement Official or designee prior to the due date and time for delivery of responses. The unopened response will be returned to the submitting supplier.
   b. After the responses to a solicitation are opened or a selection has been determined, but before an Agreement is signed, a supplier alleging a material mistake of fact in their offer may be permitted to withdraw the offer if: (1) the mistake is clearly evident on the solicitation document; or (2) the supplier submits evidence which clearly and convincingly demonstrates that a material mistake of fact was made. Request to withdraw an offer must be in writing and approved by the Procurement Official.

XI. EXCEPTIONS:
A. Single Source
Single Source purchases are the acquisition of goods or services from a source based upon parameters such as standardization, warranty, compatibility or safety and where other competitive sources (suppliers) may be available, but the County elects to procure from a specific supplier. Single Source authorizations/approvals shall be effective and valid for sixty (60) months from date of approval. Single Source purchases up to $5,000 do not require Single Source authorization or approval. For Single Source purchases greater than $5,000 the following applies:

   1. Department will:
      i. Conduct a due diligence review to provide supporting evidence that the purchase is a Single Source.
      ii. Complete a Single Source Memo for approval and forward to the Procurement Division via email at purchasing@mymanatee.org.
2. **Procurement will:**
   i. Conduct a due diligence review to confirm the Single Source request and that sufficient documentation supporting the request has been obtained and verified.
   ii. Complete a Due Diligence Memo articulating the findings of Procurement and submit to the Procurement Official for approval.
   iii. If the Single Source Request is approved by the Procurement Official:
       a. Advertise any Single Source purchases greater than $25,000 and up to $500,000 (Category Four) for a minimum of five (5) calendar days on the County website.
       b. Advertise any Single Source purchases greater than $500,000 (Category Five) on the County website for a minimum of seven (7) calendar days prior to the Board approval date.
       c. Forward the approved Single Source Memo to the Department.
   iv. If the Single Source Request is not approved by the Procurement Official:
       a. Contact Department to discuss options.
   v. Request County Administrator approval of Single Source purchases in Category Four or Board approval of Single Source purchases in Category Five.

Upon approval of the Single Source purchase:

3. **Department will:**
   i. Enter a requisition into the County’s ERP database with the correct funding account number designating the selected supplier.
   ii. Approve the requisition through workflow and forward to Procurement along with the “Approved” Single Source Memo and any other supporting documentation.

4. **Procurement will:**
   i. Facilitate negotiations with the supplier, if applicable.
   ii. Process the requisition and create a Purchase Order.
   iii. Obtain execution of any Agreement by the supplier and any required insurances or bonds.
   iv. Obtain internal execution of any Agreement.
   v. Forward the Agreement and/or Purchase Order to the supplier for fulfillment.

B. **Sole Source**

Sole Source purchases are the acquisition of commodities or services where there is only one available source (example: exclusive territorial rights, proprietary technology, copyrighted or patented items, or a supplier’s unique capability). Sole Source authorizations and approvals shall be effective and valid for twelve (12) months from date of approval. Sole Source purchases up to $5,000 do not require authorization and approval. For Sole Source purchases greater than $5,000 the following applies:

1. **Department will:**
   i. Conduct a due diligence review to obtain supporting evidence that the purchase is a Sole Source.
ii. Obtain a letter from the supplier confirming it is the Sole Source for the required good or service.
iii. Complete a Sole Source Memo.
iv. Forward the Sole Source Memo and supplier’s Sole Source letter to the Procurement Division via email at purchasing@mymanatee.org for approval.

2. **Procurement will:**
   i. Conduct a due diligence review to confirm the Sole Source request and that sufficient documentation supporting the request has been obtained and verified.
   ii. Complete a Due Diligence Memo articulating the findings of Procurement and submit it to the Procurement Official for approval.
   iii. If approved by the Procurement Official:
       a. Advertise any Sole Source purchase greater than $25,000 and up to $500,000 for a minimum of seven (7) calendar days prior to award.
       b. Request County Administrator approval of the award of Sole Source purchases in Category Four or Board approval of the award of Sole Source purchases in Category Five.
       c. Per Section 255.04, Florida Statutes, for the construction, modification, alteration, or repair of any County-owned facility, obtain Board approval of the Sole Source as follows:
          (1) The Board determines the Sole Source material is justifiable;
          (2) The Sole Source specification has been recommended by the architect or engineer of record; and
          (3) The consideration and justification of the Board is documented in writing in the project file.
       d. Forward the approved Sole Source Memo to the Department.
       e. If not approved, contact Department to discuss options.

Upon approval of the award:

1. **Department will:**
   i. Enter a requisition into the County’s ERP database with the correct funding account number designating the selected supplier.
   ii. Approve the requisition through workflow and forward to Procurement along with a copy of the approved Sole Source Memo.

2. **Procurement will:**
   i. Facilitate negotiations with the supplier, if applicable.
   ii. Process the requisition and create an Agreement and/or Purchase Order.
   iii. Obtain execution of any Agreement by the supplier and any required insurances or bonds.
   iv. Obtain internal execution of any Agreement.
   v. Forward the Agreement and/or Purchase Order to the supplier for fulfillment.
NOTE: Justification for Sole Source & Single Source Purchases: These types of purchases are permitted when the Procurement Official determines it is advantageous to waive competition based on appropriate justification. Appropriate justifications must support the basis for a Sole Source or Single Source non-competitive purchases. The following are examples of appropriate justifications:

a. The good or service is wanted for experimental trials, pilots and/or testing.
b. The good is a component, repair, or replacement part of existing equipment for which no commercially available substitute exists and the purchase can be made only from the manufacturer or sole distributor.
c. The compatibility of equipment, accessories or replacement parts is of paramount importance.
d. Additional, unanticipated goods or services are needed to complete an ongoing task.
e. Delivery date is a factor and only one vendor can meet the time constraints.
f. The good is being purchased for resale.
g. The good is being purchased from or sold to another government entity.
h. The source of service is a monopoly (such as a utility).
i. Grant funds are available and must be used in a time frame that does not allow for competitive bidding and is allowed by the grantor.
j. Grant funds are available and the grantor specifies a particular brand, manufacturer, or model.
k. The likely, non-speculative cost of competitive purchasing would exceed any potential savings and benefit to the County.

C. Emergency Purchases

Competitive bidding procedures may be waived for purchases made due to an unexpected and urgent request where public health, safety or resources are at risk (“Emergency”).

1. Department will:
   i. Obtain approval of the Emergency in writing from the County Administrator, or designee.
   ii. Enter a requisition into the County’s ERP database with the correct funding account number designating the selected supplier.
   iii. Approve the requisition through workflow and forward to Procurement along with a copy of the Emergency approval.

2. Procurement will:
   i. Facilitate negotiations, if possible, within the time constraints.
   ii. Process the requisition and create an Agreement and/or Purchase Order.
   iii. Obtain execution of any Agreement by the supplier and any required insurances or bonds.
   iv. Obtain internal execution of any Agreement.
   v. Forward the Agreement and/or Purchase Order to the supplier for fulfillment with instructions to expedite delivery.
D. **Use of Cooperatives and Other Government Agency Contracts**

Purchases in which the supplier will extend the pricing and terms of a contract entered into by another entity who has competitively awarded a contract that allows other entities to utilize the contract are permitted. Government contracts and cooperative contracts are used when terms, pricing and delivery of the goods or services are advantageous to the County. Government and cooperative contracts must be for like goods or services, in quantities equal to or greater than the County's requirements, and competitively solicited in a manner that complies with Florida law and County policies.

E. **Administrative Exception:** The Department, in consultation with the County Administrator, shall determine whether the price or quality of responses are competitive based upon familiarity with the market, pricing received on unsolicited proposals and any prevailing budgetary constraints. If the Department and County Administrator determine that the price or quality of responses received are not competitive, the Procurement Official may direct that unrestricted competition be sought for that purchase. This determination shall be documented and maintained with the record of the purchase. Additionally, when multiple efforts to obtain quotes or proposals result in no responses, the Procurement Official may direct that negotiations may be entered into without continued competition.

F. **Economic Stimulus:** Purchases in Categories Four and Five may be divided into smaller individual purchase amounts to encourage local economic stimulus, unless otherwise prohibited by law.

END OF 505.00

Theresa Webb, M.A., CPPO, CPPB, CPSM, C.P.M., Procurement Official, Procurement Div., Financial Management Department, Manatee County Government

Jan Brewer, MBA, CPA, CGMA
Director, Financial Management Department, Manatee County Government

**Effective Date:**

This Procurement Administrative Standard and Procedure shall take effect on October _______, 2018.

Approved:

____________________
Ed Hunzeker, MBA
I. **Purpose:** The purpose of this procedure is to provide guidance for submitting and processing purchase requisitions.

II. **Necessity of a Requisition:***
A requisition is required for all purchases above the Purchasing Card threshold or in situations where a Supplier will not accept a Purchasing Card as payment. The purpose is twofold: (1) to inform the Procurement Division of the needs of the Department; and (2) to identify correctly and clearly the item(s) requested. Requisitions must be prepared in advance of the required date to allow time for soliciting pricing and for delivery by the supplier within the time constraints of the Department.

III. **Preparation of the Requisition:**

A. **Department will:**

1. Enter a requisition into County database that contains the following information:
   i. A clear description of the item(s) desired (e.g., size, color, type, grade). If necessary, recommended specifications should be emailed to the Procurement Division with the requisition number indicated on the first page of each supporting document. Specifications must be general enough to obtain competitive pricing for the required goods or services.
   ii. Quantity required and unit of measure.
   iii. The estimated unit price(s). NOTE: It is important to know how much the expenditure is anticipated to be for workflow approvals and to determine the type of procurement method that will be required. If expenditure is expected to exceed $25,000.00 within a 12-month period, this information must be noted on the requisition.
   iv. Address/location in which the goods will be shipped and/or services will be provided. The delivery location, including zip code, must be accurate. Failure to provide the correct information may result in delay.
   v. Delivery date the good and/or services are required. When a date is not shown, the Procurement Division will automatically allow the vendor twenty (20) days beyond the date of the Purchase Order to make delivery.
   vi. Account number for each line item.
   vii. Include any relevant notes or information that Procurement may need, such as grant information or other special requirements.
2. Approve the requisition in the database workflow and send to Procurement.
3. Submit any additional backup/supporting documents to Procurement, including any grant specific requirements, with the requisition number clearly marked on each page.

B. Procurement will:
   1. Review each requisition for completeness and accuracy.
   2. Contact the Department to clarify any information.
   3. Conduct the solicitation process applicable to the procurement.
   4. Process the requisition and create a Purchase Order.
   5. As applicable, forward the Purchase Order to the Supplier.

IV. Special Requirements:
   A. Capital Purchases. If the request is for the purchase of a capital item(s):
      1. Department will:
         ii. Obtain a Budget Amendment approval by the Board for an unbudgeted capital expenditure which has not been previously authorized in the Department’s current budget.
         iii. Enter a requisition with all the pertinent information.
      2. Procurement will:
         i. Based upon the dollar value, conduct the appropriate solicitation process to obtain pricing.
         ii. Issue the Purchase Order and/or execute the two-party contract for expenditures up to $500,000.
         iii. Obtain Board approval of the capital expenditure if over $500,000 and authorization to execute any resulting two-party contract.
   B. Grant Funded Purchases
   Procurements that are partially or fully funded by a grant have specific requirements for the requisitions. If the request is for a purchase funded by a grant:
      1. Department will:
         i. Notify Procurement of the grant requirements by inserting a note in the Notes tab on the purchase requisition.
         ii. Email the grant requirements and any required special provisions in the backup/supporting documentation to Procurement.
      2. Procurement will:
         i. Based upon the dollar value, conduct the appropriate solicitation process to obtain pricing.
         ii. Issue the Purchase Order and/or execute the two-party contract for expenditures up to $500,000.
iii. Obtain Board approval of the expenditure if over $500,000 and authorization to execute any resulting two-party contract.

END OF 506.00

Theresa Webb, M.A., CPPO, CPPB, CPSM, C.P.M., Procurement Official, Procurement Div., Financial Management Department, Manatee County Government

Jan Brewer, MBA, CPA, CGMA, Director, Financial Management Department, Manatee County Government

Effective Date:

This Procurement Administrative Standard and Procedure shall take effect on October ______, 2018.

Approved:

______________________
Ed Hunzeker, MBA
County Administrator
Manatee County Government