SECTION 3. OFFICE OF PROCUREMENT AND CONTRACTS

Office of Procurement and Contracts (OPC)
The role of the Office of Procurement and Contracts is to serve all departments and employees under the Board and in some cases the Constitutional Offices on purchasing matters and the disposal of property. The Office of Procurement and Contracts shall:

1. Develop purchasing objectives, programs, and operating procedures for the procurement and contracting of all goods and services for the Board.
2. Act as the Board's representative on all matters pertaining to procurement.
3. Assemble specifications in cooperation with the user department/division that are included in solicitations including Formal Written Quotations, Invitations to Bid, Requests for Proposals, Requests for Statement of Qualifications, etc.
4. Consolidate requisitions and purchases of like or common goods or services to obtain the maximum economic benefit and cost savings and explore the possibilities of buying "in bulk" to take full advantage of quantity discounts. Such consolidation may include requirements of a single division or multiple divisions.
5. Work with departments/divisions to establish standardization of goods and services, where practical, within a competitive environment.
6. Promote goodwill and public relations between the Board and its vendors. Encourage full and open competition wherever possible. Assure vendors fair and equitable business dealings in accordance with this Manual.
7. Keep informed of current developments in the field of purchasing, including but not limited to prices, market conditions, and new products. Obtain for the Board the benefits of research conducted in the field of purchasing by other governmental jurisdictions, national technical societies, organizations aligned with the National Institute of Governmental Purchasing (NIGP), trade associations, private businesses, and private organizations.
8. Maintain a current vendor database to provide possible sources of supply for all goods and services purchased by the Board.
9. Identify vendors who default on their contracts with the Board and recommend an action of suspension or debarment to the Procurement and Contract Services Manager.
10. Ensure that all requisitions comply with this Manual and Florida Statutes.
11. Administer the Purchasing Card and Fuel Card Programs.
12. Assist with the acquisition, sale, and lease of real property owned by the Board.

Procurement and Contract Services Manager
The Procurement and Contract Services Manager shall serve as the principal officer for the procurement and contracting of all goods and services for the Board. The Procurement and Contract Services Manager shall:

1. Direct the Office of Procurement and Contracts to serve as the County's designated division for all procurement and contracting activities, including but not limited to supplies, materials, equipment, contractual services, professional services, consultant services, construction, or any combination thereof.
2. Provide the establishment and promulgation of the Procurement Manual.
3. Determine the method of selection for each type of procurement and administer the competitive procurement process.
4. Where possible, standardize contract clauses, terms and conditions, and documents.

5. Take necessary actions to encourage women and minority businesses to participate in the procurement process.
6. Upon request of any Constitutional Officer or the County Administrator, make the services provided herein available.
7. Oversee the Flagler County Purchasing Card and Fuel Card Program.
8. Assist with the acquisition, sale, and lease of properties owned by the Board.
9. Prepare and submit the annual operating budget for the Office of Procurement and Contracts.
10. Delegate authority to others, as may be required.
11. Perform other duties as directed by the Board or County Administrator.

Vendor Relations

The Office of Procurement and Contracts shall promote good will and public relations between Flagler County and its vendors. Encourage full and open competition whenever possible. Ensure fair and equitable business dealings with all vendors.

Correspondence with vendors should be through the Office of Procurement and Contracts or as directed by the Procurement and Contract Services Manager. Where details involved make it advisable to delegate authority to the department/division, the Office of Procurement and Contract Services may require that it receive copies of correspondence between the vendor and the department/division.

Any pricing or specific information received from vendors relative to any item under consideration for purchase must not be divulged until after a Purchase Order has been issued, except when regulations, laws, or ordinances make such disclosures permissible or mandatory.

Vendors must be afforded equal opportunities to provide quotes, formal quotations, bids, or proposals, so that all vendors can compete on equal terms. No “bid shopping” will be permitted, i.e., no one should obtain pricing from a vendor and request any other vendor to meet or beat the disclosed price.

New sources of goods and services should be given due consideration because multiple sources are necessary to ensure competition, continuity, and availability. The Board may buy from any vendor who exhibits adequate financial strength, high ethical standards, a record of adhering to specifications, keeping its shipping promises and gives a full measure of services.

The Board will strive to maintain strong and enduring relationships with vendors of proven ability and a desire to meet the County’s needs. To accomplish this, purchasing activities will be conducted so that all vendors will value the County’s business and make every effort to furnish goods and services based on the most economic quantity, suitable quality, timely delivery, adequate service, and lowest possible price.

Ethics

The Office of Procurement and Contracts adheres to the National Institute of Governmental Purchasing (NIGP) Code of Ethics as stated below:

1. Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
2. Seeks to guide our actions in all professional matters and activities by the highest standards of integrity and honesty; and will act professionally in all matters for each client or employer or agency.

3. Believes in the dignity and worth of public service rendered by my organization, and the societal responsibilities necessary to produce results for the community we serve as a trusted public servant.
4. Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit respect and inspire the confidence of the organization and the public being served.
5. Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
6. Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
7. Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
8. Resists encroachment on control of personnel to preserve integrity as a professional manager.
9. Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination on the basis of religious and political beliefs, skillsets, abilities, perspectives, background experiences, gender, age, race, ethnicity, education, socioeconomic background, sexual orientation, and geographic location
10. Seeks or dispenses no personal favors and will handle each administrative problem objectively and empathetically, without discrimination.
11. Subscribes to and supports the professional aims and objectives of NIGP – The Institute for Public Procurement.