

AN ORDINANCE

TO AMEND THE GREENVILLE COUNTY PROCUREMENT ORDINANCE AS CODIFIED AT CHAPTER 7, ARTICLE VIII OF THE GREENVILLE COUNTY CODE OF ORDINANCES TO INCREASE THRESHOLD PURCHASING AND PROCUREMENT LIMITS.

BE IT ORDAINED by the County Council of Greenville County, South Carolina:

Section 1. Findings. Greenville County Council affirms its commitment to acquiring the best quality supplies, equipment and services at the lowest cost through the cost effective and timely administration of the County’s purchasing and procurement procedures set forth in Chapter 7, Article VIII of the Code of Ordinances of Greenville County, South Carolina. Greenville County’s Procurement Services Division has recommended increasing procurement thresholds to enhance the operational efficiency of the County’s procurement function. County Council finds that increasing procurement thresholds will increase turnaround time and reduce formal solicitations resulting in a cost savings to the County.

Section 2. Amendments. Greenville County Council hereby amends Chapter 7, Article VIII of the Greenville County Code of Ordinances as follows:

- A. **Methods of Source Selection.** Section 7-304 setting forth the methods of source selection is hereby amended to increase the threshold amount limit from \$25,000 to \$35,000.
- B. **Competitive Sealed Bidding.** Section 7-305(10) setting forth the requirements of competitive sealed bidding is amended to increase the threshold award amount from \$50,000 to \$70,000.
- C. **Small Purchases.** Section 7-308 setting forth the requirements of small purchases is hereby amended as follows:

“(1) *General.* Any contract not exceeding ~~\$25,000~~ \$35,000 may be made in accordance with the small purchase procedures authorized in this Section. Procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section.

(2) *Small purchases under* ~~\$1,500~~ \$2,000. Any purchase not exceeding ~~\$1,500~~ \$2,000 may be accomplished without securing competitive quotations if the prices are considered to be fair and reasonable. Competitive quotations need only be taken when the procurement officer suspects the price may not be fair and reasonable, e.g., comparison to previous price paid, personal knowledge of the price range of the item involved. The maximum amount for purchases that may be achieved by using the Procurement Card is ~~\$1,500~~ \$2,000. Every effort should be made to distribute such purchases equitably among qualified suppliers.

(3) *Small purchases over ~~\$1,500~~ \$2,000 but not exceeding ~~\$5,500~~ \$7,500.* Insofar as it is practical, solicitations of verbal or written quotes from a minimum of 2 qualified sources of supply shall be made and documentation of the quotes recorded on or attached to the purchase requisition. The award shall be made to the lowest responsive/responsible source.

(4) *Small purchases over ~~\$5,500~~ \$7,500 but not exceeding ~~\$25,000~~ \$35,000.* Insofar as it is practical, solicitations of verbal or written quotes from a minimum of 3 qualified sources of supply shall be made and documentation of the quotes recorded on or attached to the purchase requisition. The award shall be made to the lowest responsive/responsible source.

(7) By separate directives, the County Administrator can delegate signature authority for budgeted standard agreements not exceeding ~~\$25,000~~ \$35,000 per contract or year, whichever is lesser.”

D. Purchasing Director. “Purchasing Manager” shall be changed to “Procurement Director” throughout Chapter 7, Article III of the Code of Ordinances of Greenville County to reflect the change in the position title.

Section 3. **Repeal.** Ordinance Nos. 3704 and 4056, codified at Chapter 7, Article VIII of the Code of Ordinances of Greenville County, are hereby repealed and amended to the extent necessary to give this Ordinance full force and effect.

Section 4. **Severability.** Should any section, paragraph, clause, phrase, or provision of this Ordinance be adjudged invalid or held unconstitutional by a court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part or provision thereof, other than the part so decided to be invalid or unconstitutional.

Section 5. **Effective Date.** This Ordinance shall take effect upon its adoption.

DONE IN REGULAR MEETING THIS ____ DAY OF _____, 2018.

Herman G. Kirven, Jr., Chairman
Greenville County Council

ATTEST:

Regina McCaskill
Clerk to Council

Joseph M. Kernell,
County Administrator