

Procurement is a function that has a significant operational and financial impact on County Government.

The Purchasing Department facilitates the procurement of materials, supplies, equipment, and professional, technical, and contractual services, required for County operation.

The Purchasing Department ensures that the laws, rules, and regulations concerning the purchases of goods and services are obeyed and that all transactions are carried out under the highest ethical standards.



## Contact Us

**Website:**  
[claycountygov.com](http://claycountygov.com)

**Email:**  
[purchasing@claycountygov.com](mailto:purchasing@claycountygov.com)

**Office:** (904) 278-3761  
**Fax:** (904) 278-3728



Supplier appointments to visit the Purchasing Department are encouraged, and information on new products and services, as well as trends and opportunities, is always welcomed.

## Learn more about the Clay County Purchasing Department

View our purchasing policy online at

[www.claycountygov.com/government/purchasing](http://www.claycountygov.com/government/purchasing)

or scan the QR code here with your smartphone.



# Clay County Purchasing Department

Supplier Information



Interested suppliers can learn more about our fully automated web-based electronic bidding and vendor management system at:

[www.bit.ly/ClayPurchasingBids](http://www.bit.ly/ClayPurchasingBids)

or by scanning the QR code here with your smartphone.



## Remember

All formal competitive bids are advertised on the County website and in local newspapers.

All formal bids are opened and read publicly at the location, time and date stated in the bid documents.

Bid Awards for Request for Bids shall be awarded based on the lowest responsive bid.

## Purchasing Thresholds, Enabling Documents & Approval Authority

\$ Threshold	Required Process/ Documentation	Approval
\$0 - \$1,999.99	<ul style="list-style-type: none"> <li>• (PR)</li> <li>• (PO)</li> <li>• (BPO)</li> <li>• P-Card</li> </ul>	Purchasing Agent
\$0 - \$4,999.99	<ul style="list-style-type: none"> <li>• (PR)</li> <li>• (PO)</li> <li>• (BPO)</li> <li>• P-Card</li> </ul>	Purchasing Officer
\$5,000 - \$9,999.99	<ul style="list-style-type: none"> <li>• 1 Verbal Quote</li> <li>• (PR)</li> <li>• (PO)</li> <li>• (BPO)</li> </ul>	Asst. Cost Center Manager & Purchasing Dept.
\$10,000 - \$19,999.99	<ul style="list-style-type: none"> <li>• 3 Verbal Quotes</li> <li>• (PR)</li> <li>• (PO)</li> <li>• (BPO)</li> </ul>	Asst. Cost Center Manager & Purchasing Director
\$20,000 - \$49,999.99	<ul style="list-style-type: none"> <li>• 3 Written Quotes</li> <li>• (PR)</li> <li>• (PO)</li> <li>• (BPO)</li> <li>• Contract for Services</li> </ul>	Cost Center Manager & Purchasing Dir. & County Manager
\$50,000 or more	<ul style="list-style-type: none"> <li>• Formal Bid</li> <li>• (PR)</li> <li>• (PO)</li> <li>• (BPO)</li> <li>• Contract for Services</li> </ul>	Board (Unless otherwise allowed) Cost Center Manager & Purchasing Dir. & County Manager

**Terms: Purchase Requisition (PR), Purchase Order (PO), Blanket Purchase Order (BPO), Purchasing Card (P-Card)**

## Important Reminders

### → Purchase Orders

Goods or services shall not, under any circumstances, be ordered by any county employee from any supplier, at any time, without first obtaining a Purchase Order.

### → Purchasing Agents

All County Employees, including but not limited to Purchasing Agents, are forbidden from knowingly accepting any gift, gratuity, service or favor of any value from any Supplier or potential Supplier at any time, with the exception of such offered at any County hosted event, and/or at pre-approved travel and professional training opportunities. Such includes but is not exclusive to lunch, dinner, social activity, and promotional items.

### → Professionalism

It is policy of the Board of County Commissioners that all exchange transactions be conducted in a legal, professional and transparent manner. **Favoritism in the purchasing process will not be tolerated.**

### → Contract Signage

Contracts for the purchase of Goods or Services may only be signed by the Chairman of the Board of County Commissioners and the County Manager, when applicable. Once a formal bid has been advertised, a no-contact rule is in place.