

Lee County Board Of County Commissioners

Agenda Item Summary

Blue Sheet No. 20020778

1. REQUESTED MOTION:

ACTION REQUESTED: Adopt by resolution, amendments to Lee County Administrative Code AC-4-1, "Lee County Purchasing & Payment Procedures Manual.

WHY ACTION IS NECESSARY: On December 23, 1997, and pursuant to Section 2.2E of Lee County Ordinance 96-01 (the Lee County Charter), the Board adopted the Lee County Administrative Code by County Ordinance (97-23). The Ordinance (97-23) requires that all subsequent amendments to the Lee County Administrative Code be made by a Resolution of the Board of County Commissioners adopted at a regular meeting.

WHAT ACTION ACCOMPLISHES: Makes several refinements to the existing manual and adds a new section. This will give the departments/divisions a more workable manual by further streamlining many of the processes.

2. DEPARTMENTAL CATEGORY:

COMMISSION DISTRICT #

CLG

3. MEETING DATE:

07-09-2002

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-1
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER _____
 - B. DEPARTMENT _____
 - C. DIVISION Purchasing
- BY: Janet K. Sheehan, Director *6-25-02*

7. BACKGROUND:

- To increase the formal bidding level to \$50,000 which will coincide with Lee County Contracts Management formal level and Lee County Port Authority's formal level. Effective October 1, 2002.
- To add a "Negotiation" procedures to the formal project section. As per Florida Statute 287.057, states that if less than two responsive bids or proposals for commodity or contractual services purchases are received, the department or agency may negotiate on the best terms and conditions. The agency shall document the reasons that such action is in the best interest of the County in lieu of resoliciting competitive sealed bids or proposals.
- Purchasing will be adding at a later date a section on Environmentally Preferable Purchasing and request authority for the County Manager to approve.

Attachment: Resolution

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

| A Department Director | B Purchasing or Contracts | C Human Resources | D Other | E County Attorney | F Budget Services | | | | G County Manager |
|-----------------------------------|------------------------------|----------------------|------------|--------------------------------------|----------------------|-----------------------|------------------------|----------------------|---------------------|
| <i>HS</i> <i>Janet Sheehan</i> | <i>Janet Sheehan</i> | <i>N/A</i> | | <i>[Signature]</i> <i>6/25/02</i> | OA <i>6/25/02</i> | ADM <i>6/25/02</i> | Risk <i>6/25/02</i> | GC <i>6-25-02</i> | <i>[Signature]</i> |

10. COMMISSION ACTION:

- _____ APPROVED
- _____ DENIED
- _____ DEFERRED
- _____ OTHER

RECEIVED BY
COUNTY ADMIN. *PM*
6/25 120
COUNTY ADMIN.
6/25 200 HS

REC'D.
by CO. ATTY.
6/25/02
12:30 PM
CO. ATTY.
FORWARDED TO:
City Admin
1:05 PM

LEE COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

WHEREAS, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed amendments are acceptable, serve a public purpose and are consistent with the terms

and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY

COMMISSIONERS THAT:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code AC-4-1 (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and,

being put to a vote, the vote was as follows:

| | |
|-------------------|-------|
| ROBERT JANES | _____ |
| DOUGLAS ST. CERNY | _____ |
| RAY JUDAH | _____ |
| ANDREW COY | _____ |
| JOHN E. ALBION | _____ |

DULY PASSED AND ADOPTED this _____ day of _____, 20__.

ATTEST:
CHARLIE GREEN, CLERK

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Chairman

APPROVED AS TO FORM:

By: _____
Office of the County Attorney