

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: PURCHASING DEPARTMENT
SUBJECT: DECENTRALIZED PURCHASE ORDERS (DPOs)
PPM #: CW-L-048

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ISSUE DATE **EFFECTIVE DATE**
March 12, 2018 **March 12, 2018**
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PURPOSE:

To establish general countywide procedures for the procurement of goods or services valued less than \$5,000, which are procured through the Decentralized Purchase Order (“DPO”) process. County Departments (“User Departments”) may implement a DPO PPM, which may supplement this countywide PPM, by adding an additional internal procedure(s) or making any provision(s) stricter than what is expressed herein. In the case of a conflicting provision(s), this PPM shall have precedence over a User Department’s DPO PPM.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Purchasing.

Internal User Department PPMs utilized in addition to this PPM are the responsibility of the User Department.

AUTHORITY:

- Section 2-51(f)(1), Palm Beach County (“County”) Code (“Purchasing Code”), as may be amended.
- PPM # CW-L-008 Purchasing Policies and Procedures, as may be amended.

POLICY:

To codify and establish procedures for the procurement of goods or services valued less than \$5,000.00. Notwithstanding the above, this PPM shall apply to goods or services *purchased or reimbursed with federal monies* that are valued *less than* \$3,500. All goods or services *purchased or reimbursed with federal monies* that are valued *equal to or greater than* \$3,500 shall be procured in accordance with PPM CW-L-049,

Procurement of All Non-Construction Related Goods or Services Purchased or Reimbursed with Federal Funds.

PROCEDURES:

A. LIMITATIONS AND RESTRICTIONS

1. A DPO shall not be used to purchase goods or services that are available through an existing Contract. To determine whether the County has a current contract for a particular good or service, you need to access the Advantage Financial System and proceed as follows:
 - a. Go to the *Master Agreement Search* field; and
 - b. In the *Description* field, enter a general key word; or
 - c. In the *Commodity* field, enter a commodity code; or
 - d. In the *Vendor* field, enter a vendor's name.
2. A DPO shall not be used to purchase goods or services that are available from the Purchasing Warehouse or from the Graphics Division of Public Affairs.
3. A DPO shall not be used to purchase goods or services that are equal to or greater than \$5,000, inclusive of shipping cost.
4. A DPO shall not be used to circumvent the County's Purchasing Code by splitting the purchase of goods or services into two (2) or more DPOs.
5. A DPO shall not be used to order the same goods or services throughout a fiscal year. If recurring needs for a good or service are evident, a Term Contract should be established.

B. PROCEDURES FOR USING THE DPO PROCUREMENT PROCESS

1. The User Department should develop a description of the good or service to be purchased prior to contacting a vendor for a price quote. This is necessary so that the vendor has sufficient information when formulating a price quote. At a minimum, the User Department should relay to the vendor the following:
 - a. Description of the good(s) or service(s) needed;
 - b. Quantity of good(s) needed;
 - c. Expected Delivery, Pick Up Date, or Service Date; and
 - d. Any other pertinent requirements, including but not limited to any applicable licensure or insurance, etc.
2. Prior to contacting a vendor(s) for a price quote, the User Department shall check the Small Business Enterprise ("SBE") database to determine

whether any SBE is certified in the good or service needed. The SBE database is located on the Office of Small Business Assistance (“OSBA”) website at <http://www.pbcgov.com/osba/main/DirectoryFrames.asp>. User Departments can search the site by the name of the company, the good, or the service. If the website shows that an SBE(s) is certified for the good or service needed, the User Department shall contact the SBE(s) for a price quote.

3. In order to purchase a good or service, the User Department shall obtain the following minimum number of price quotes:
 - **Up to \$999.99 Two (2) Quotes**
 - **\$1,000 - \$4,999.99 Three (3) Quotes**
 - **Where the good or service is only available from a “sole source” vendor, as defined in the Purchasing Code, only one (1) quote is required.**
4. User Departments may obtain price quotes in writing (via fax or email), by phone, or from a vendor’s website. The following information is required for EVERY price quote received and must be filed with the DPO as part of the public record:
 - a. The name and phone number of the County employee requesting the price quote, and the date the price quote(s) is requested;
 - b. The business name of the vendor being contacted;
 - c. The name of the Vendor’s agent who provides the price quote;
 - d. The range of dates for which the price quote is being offered;
 - e. The good(s) or service(s) needed and a description thereof;
 - f. The quantity of the good(s) requested;
 - g. The Unit Price and Total Offer;
 - h. All pertinent terms or conditions imposed by either party, including but not limited to, delivery date and time, etc.
5. Once the minimum number of price quotes has been obtained, the User Department must apply one of the following preferences, if applicable:
 - a. The SBE Preference

- b. The Local Preference OR the Glades Local Preference - used for a local vendor ONLY when the SBE Preference has NOT been applied

****NOTE:** The SBE Preference has precedence over the Local Preference. In instances where *both* Preferences apply, the SBE Preference shall be used.

6. Resource Manager approval is applicable to DPO procurements.
7. Each written or documented request for a price quote; each price quote received from a vendor; and any documentation pertaining to the DPO, shall be retained by the User Department in accordance with the Florida Records Retention Laws.
8. **A Sample DPO Price Quote Form - GOODS OR SERVICES is Attachment 1 hereto.**
9. If a DPO purchase is being paid with Federal grant funds or Federal monies, you will need to abide by the purchasing procedures set forth in that particular grant or referenced Federal law.
10. If a DPO purchase is being paid with State grant funds or State monies, you will need to abide by the purchasing procedures set forth in that particular grant or referenced State law.



Verdenia C. Baker
County Administrator

ATTACHMENTS:

1. Sample DPO Price Quote Form for GOODS
2. Sample DPO Price Quote Form for Services

Supersession History:

1. PPM#: CW-L-048, issued 3/20/17



PRICE QUOTE – GOODS DECENTRALIZED PURCHASE ORDER (DPO)

Good(s) to be Purchased: _____

To ensure that your offer is considered, it must be submitted to the Department of _____ at (e-mail or fax #) _____ and received no later than _____ PALM BEACH COUNTY LOCAL TIME, on _____. Offers received after this time shall not be considered. Department Contact: _____ Phone #: _____

Quotations are requested for furnishing the goods as described below. ALL QUOTATIONS SHALL BE F.O.B. DESTINATION. PALM BEACH COUNTY IS EXEMPT from FEDERAL, STATE and CITY TAXES. An Exemption Certificate will be furnished upon request. By submitting an offer that is accepted by the County, a binding contract is formed in accordance with the Purchasing Department's Standard Terms and Conditions located at www.pbcgov.com/pur. No modification, change or alteration to any Standard Term or Condition, or item description or specification is valid or enforceable unless specifically approved, in writing, by the County.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL OFFER
1.					
2.					
3.					
4.					

VENDOR: _____ PHONE # _____ FAX # _____ TIN/FEIN # _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____ E-MAIL ADDRESS: _____

SIGNATURE OF AUTHORIZED AGENT: _____ DATE: _____

PRINTED/TYPED NAME OF AUTHORIZED AGENT: _____ TITLE: _____

In order for the County to make payment, the Vendor's Legal name, Address and TIN/FEIN must match the Vendor's Invoice and the Vendor's registration account in VSS at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Vendor shall send ORIGINAL invoice to Palm Beach County, Finance Dept., P.O. Box 4036, West Palm Beach, FL 33402-4036.

QUOTATIONS ACCEPTED ON THIS FORM ONLY.
IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT



PRICE QUOTE – SERVICES DECENTRALIZED PURCHASE ORDER (DPO)

Service(s) to be Purchased: _____

To ensure that your offer is considered, it must be submitted to the Department _____ at (e-mail or fax #) _____ and received no later than _____ PALM BEACH COUNTY LOCAL TIME, on _____. Offers received after this time shall not be considered. Department Contact: _____ Phone #: _____

Quotations are requested for furnishing the services as described below. ALL QUOTATIONS SHALL BE F.O.B. DESTINATION. PALM BEACH COUNTY IS EXEMPT from FEDERAL, STATE and CITY TAXES. An Exemption Certificate will be furnished upon request. By submitting an offer that is accepted by the County, a binding contract is formed in accordance with the Purchasing Department's Standard Terms and Conditions located at www.pbcgov.com/pur. No modification, change or alteration to any Standard Term or Condition, or item description or specification is valid or enforceable unless specifically approved, in writing, by the County.

ITEM	DESCRIPTION				TOTAL OFFER
1.					
2.					

VENDOR: _____ PHONE # _____ FAX # _____ TIN/FEIN # _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____ E-MAIL ADDRESS: _____

SIGNATURE OF AUTHORIZED AGENT: _____ DATE: _____

PRINTED/TYPED NAME OF AUTHORIZED AGENT: _____ TITLE: _____

In order for the County to make payment, the Vendor's Legal name, Address and TIN/FEIN must match the Vendor's Invoice and the Vendor's registration account in VSS at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Vendor shall send ORIGINAL invoice to Palm Beach County, Finance Dept., P.O. Box 4036, West Palm Beach, FL 33402-4036.

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