



STAFF RETREAT PURCHASING

Roane County Purchasing Department
August 24, 2015

OUR STAFF

- Lynn Farnham, Purchasing Agent – 865-717-4104
- Jeanie Brown, Senior Buyer – 865-717-4105
 - Insurance Claims, Lawsuits, Credit Cards
- Carol Maines, Buyer – 865-717-4209
 - Surplus Property, Back Tax Property
- Sandy Williams, Purchasing Clerk – 865-717-4106
 - Processes Requisitions, Filing

THE REQUISITION

- The requisition is the starting point in the procurement process.
- The requisition is filled out when you know you have a need for supplies or services and you have money budgeted.
- The requisition requires an **estimate** of the cost.
- **Do not** wait until you are invoiced to do a requisition.

PURCHASE ORDER NOT REQUIRED

- To spend county funds you must have a purchase order except for these types of items:
 - Purchases less than \$100
 - Employee reimbursements (less than \$100)
 - Dues & memberships
 - Classified ads & advertising
 - Conventions & seminars
 - Postage
 - Subscriptions to periodicals
 - Travel

PURCHASE ORDER REQUIRED

- Except for the items listed on the previous slide, you must have a purchase order prior to making a purchase.
- Examples of purchases requiring a Purchase Order
 - All purchases over \$100
 - All contracts, e.g. Pest Control, Gasoline, Copier Maintenance, Engineering
 - Any purchase that has a recurring payment

FLOW CHART

REQUISITION → PURCHASE ORDER → PLACE ORDER

PURCHASING LAWS

- Roane County operates under the 1957 Purchasing Law, TCA 5-14 and the Roane County Purchasing Manual.
- County Commission has set the following quote and bid limits:
 - \$1 - \$2,500: These requisitions are processed for the items without extensive review in Purchasing. If we see something we know there's a contract on or if we know of better pricing, we will contact the requisitioner before changing the vendor.
 - \$2,500 - \$10,000: These purchases require informal quoting. This can be quotes from phone, internet, catalog, etc. The requisitioner can do this or Purchasing Staff will do this for the requisitioner.

PURCHASING LAW, CONTINUED

- \$10,000 & Up: Purchases over this amount require sealed bids. This will be done by the Purchasing Department.
- The requisitioner should be prepared to:
 - Assist in the development of the bid/proposal specifications
 - Provide possible vendors
 - Assist in the evaluation of the bids upon receipt
 - Make a recommendation to Purchasing as to the award of the bid
- Purchases that are made throughout the year that are for like items should be grouped together so that an annual bid can be done.

ANNUAL BIDS

- The Purchasing Department solicits bids on an annual basis for items that are bought throughout the year that may exceed the \$10,000 bid threshold.
- Examples of these purchases are asphalt, pest control, chain link fence & gates, etc.
- The numbering scheme has been changed this year so that the annual bid numbers will remain the same year after year. (see handout)
- Every effort should be given to identify items that can be bid out on an annual basis in order to obtain the best price with the least administrative cost.

SOLE SOURCE PURCHASES

- Sole Source Purchases are those that can only be made from one source or vendor.
- Some examples are:
 - Expanding an existing system
 - Only vendor supplying the service or product
 - Only authorized dealer in the region or state, etc.
- The requisitioner is required to complete a Sole Source form to submit with the requisition. Sole Source purchases require approval by the Purchasing Agent.

EMERGENCY PURCHASES

- Emergency Purchases will be approved when the following occur:
 - An event occurs that causes a need for additional supplies, services, or materials
 - An equipment breakdown

- If possible, the requisitioner should get three quotes and document the quotes on the Emergency Purchase form. An Emergency Purchase must be approved by the Purchasing Agent.

- An emergency is not when you find out you have extra money at the end of the year and you want to spend it!

BLANKET ORDERS

- Blanket Purchase Orders may be used when the department makes numerous purchases to a vendor throughout the month. Examples are:
 - Stopping at local stores to pick up routine supplies
 - Vendors that provide service on an as-needed basis and are not under contract
 - Routine supplies are ordered on an as-needed basis and there is not a specific amount required and does not exceed the \$10,000 bid limit

BOTTOM LINE

- If you do not have a purchase order, you are not authorized to purchase.
- You are not authorized to sign contracts or bind the County in any way.

INSURANCE

- The Purchasing Department works with the Risk Management Department to procure insurance coverage for all Roane County Departments.
- Below is a list of Property & Casualty insurance coverage the county purchases.
 - Liability (General & Professional)
 - Property (Real Property, Inland Marine, EDP, Contents)
 - Worker's Compensation
 - Auto & Drivers

WHAT TO DO WHEN AN ACCIDENT OCCURS

- All accidents are to be reported to the Purchasing Department as soon as possible.
- The employee involved in the accident must do a written report as to what occurred. If it's an auto accident, **GET A POLICE REPORT!**
- When possible, take pictures of the incident and the surrounding area.

INSURANCE CONTINUED

- The Purchasing Department will contact the insurance company and manage the claim.
- All employee injuries are to be reported to Arlene Daugherty in the County Executives Office. A first report of injury must be filled out immediately.
- INSURANCE AGENTS
 - LIABILITY, AUTO, & PROPERTY
 - AGA Insurance, Kingston
 - WORKER'S COMPENSATION
 - Griffin Insurance, Kingston

SURPLUS COUNTY PROPERTY

- Purchasing is responsible for the management and disposal of county surplus property.
- When property becomes surplus to your department, contact the Purchasing Department. Purchasing will determine if County Commission approval is required to declare the property surplus.
- Purchasing will check with other county departments to see if there is a need within the county. If not, the property will be sold on GovDeals.

DELINQUENT TAX PROPERTY

- Property taxes are to be paid annually to the County Trustee.
- When taxes become 18 months delinquent, the collection of property tax become the responsibility of the Clerk & Master's office.
- Working with the Back Tax Committee, the following departments work to get the properties back on the tax rolls.
 - Clerk & Master's Office → County Executive's Office → Purchasing Department
- Once in the Purchasing Department, the properties are declared surplus property to the county and sold on GovDeals.

BUILDING & GROUNDS

- The Purchasing Agent manages the budget and supervises the employees in the Building & Grounds department.

- Building & Grounds employees maintain, make minor repairs, and clean the Courthouse. Other buildings the Building & Grounds assist in maintaining are:
 - Juvenile Probation Offices
 - Codes Enforcement
 - Agricultural Extension

IMPROVING ROANE COUNTY

- The goal of any procurement office is to obtain needed goods and services of the best quality for the lowest price. We do this in an effort to save tax dollars.
- We assist Risk Management in identifying the county's risk and either managing the risk or transferring the risk through contracts or purchasing insurance.
- We manage our surplus property and delinquent tax property to sell it to bring in revenue and get properties back on the tax rolls.
- We work to try and spend as many tax dollars inside Roane County to keep our money local.

MAIN FOCUS

- Our department will be focusing on the following items for this fiscal year:
 - Continuing to save money by using cooperative agreements or state bids for goods or services not provided by local vendors
 - Developing policies and procedures on capturing purchases for items that need to be insured
 - Updating and/or developing policies and procedures in the Purchasing and Building & Grounds Departments
 - Continually working to determine ways to make our office more efficient

CLOSING REMARKS

GO
VOLS!