

1030.1 Sole Source. Competitive bidding shall not be required when the items to be purchased can be obtained from only one source. Before a purchase is made pursuant to this subsection which has a purchase price of over [twenty-five thousand dollars (\$25,000)] ten-thousand dollars (\$10,000), the Director of Finance and Purchasing shall submit said purchase to the County Legislature for approval and the purchase shall only be effective upon legislative approval. In the recommendation to the Legislature, the director shall set out the reason for the decision not to seek competitive bids. (Ord. 3839, Eff. 11/28/06)

Sole source rationale may include, but is not limited to:

- Suppliers or services demonstrate a unique capability of the source to provide the supplies or services proposed
- Offering of a concept or service not otherwise available to Jackson County
- Does not resemble the substance of a pending competitive acquisition
- In the case of follow-on contracts wherein awarding a bid to another source will create a substantial duplication of cost, and or unacceptable delays in fulfilling the department's requirements

1030.3 Emergency Purchases. Competitive bidding shall not be required for purchases under twenty-five thousand dollars (\$25,000) when the County Executive has determined, in writing, the purchase to be an emergency. Purchases in excess of twenty-five thousand dollars (\$25,000) made under the provisions of this subsection [at its next regularly scheduled meeting] require authorization from the County Executive and County Legislature and procurement of three (3) informal competitive bids. The County Executive shall provide the Legislature with a comprehensive plan in writing outlining the details and timeline of the plan to mitigate the emergency to completion. Authorized emergency spending shall be good for ninety (90) days following authorization. In the case of extenuating circumstances in which emergency spending must be extended past ninety (90) days, the request shall be taken into consideration by County Legislature in a special meeting convened on the next available business day.

[1030.5 Purchases of \$5,000 or less] 1030.5 Purchases of \$10,000 or less. Competitive bidding shall not be required on any purchase in the amount of [five thousand dollars (\$5,000)] ten thousand dollars (\$10,000) or less made from any one person, firm, or corporation. Cumulative purchases of the same or similar products or services from one vendor in an amount in excess of [five thousand dollars (\$5,000)] ten thousand dollars

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Ord. No.6105 – Term & Supply Amendments

(\$10,000) in any one-year period shall utilize the informal competitive bid procedure set out in section 1040. of this chapter. (Ord. 3839, Eff. 11/28/06)

1040. Informal Competitive Bid Procedure. The Director of Finance and Purchasing may use the informal competitive bid procedure described in this section for purchases of more than five thousand dollars (\$5,000) but not more than twenty-five thousand dollars (\$25,000), excluding purchases outlined in section 1030.3, and in lieu of the procedures described in sections 1050. through 1055. for award of formal contracts. (Ord. 3839, Eff. 11/28/06)