



**Excerpt from the Purchasing Procedures Manual,
COOPERATIVE PURCHASING/INTERGOVERNMENTAL CONTRACTS**

Note: Piggyback purchases are covered in item C

A. The Manager of Purchasing and Contracts shall have the authority to join with other units of government in cooperative purchasing ventures when the best interests of the County would be served and the purchase is in accordance with County Ordinances.

B. Purchases in any amount may be made against established State of Florida, and Federal GSA contracts without bidding, provided they are in the best interest of the County.

1. State Contracts – Prior to requisitioning services or equipment (especially vehicles/large trucks with dealer options) against a state contract, the department/division must evaluate whether the contract includes **all** of their requirements. If all requirements are not covered, they must decide whether they want the entire purchase to be made on the open market or whether they want to use the state contract for the covered items only.

Minor dollar value optional items that are not covered by the state contract may be procured provided that adequate justification is provided. Optional items of significant dollar value will be procured separately. The determination as to whether an item is of minor or major dollar value will be made on a case-by-case basis by the Manager, Purchasing and Contracts.

2. Purchase orders for GSA contracts must be issued directly to the contractor that is listed on the contract. A dealer's offer to quote the GSA price does not equate to an order under a GSA contract since such orders are not supported by the terms and conditions of the contract. In essence, the dealer's quote is simply an open market bid. A copy of the GSA contract is required that may be in the form of a published price list with the applicable order, delivery, pricing and other terms included. For GSA contracts other than those open to the County under Schedule 70 (Information Technology) or designated as Cooperative Purchasing contracts, the GSA contractor must provide a specific written affirmation that the contract and all of its terms, conditions and pricing shall apply to any order issued by Orange County.

C. Piggyback purchases may also be made against contracts from other governmental entities provided the following criteria are met:

1. The work/services/commodities must be specifically within the scope of the contract and the contract must be **active**. A purchase cannot be made against a contract that has expired.
2. A bid tabulation with the contract if solicited by an IFB or scoring matrix if an RFP was used, proof of award and a copy of the contract must be obtained and information whether the award was competitive or sole source must be supplied. If competitive, the

file will be documented with information to support the competitive nature of the contract. If a sole source, the file must be documented with justification to support the fairness and reasonableness of price.

Insurance and/or bonds, as applicable, in accordance with the County's standard procedures shall be obtained from the contractor for contracts involving: construction, services performed at a County facility or on County property or services performed for the County in which liability may be an issue and instances where commodities requiring frequent visits to County facilities/property.