

**Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004**

2600: Special Considerations

2600.1: “Emergency” Acquisitions

**Authority: The 2000 Model Procurement Code (pg. 29, 3-206);
The Model Procurement Ordinance for Local Government (pg. 10, 3-106)**

PURPOSE

To establish and clarify a procedure for “emergency” acquisitions. An “emergency” is defined as a condition that threatens public health, welfare, or safety, which demands an immediate remedy on property, operations, or conditions that will continue to degrade and become increasingly costly and difficult to restore if immediate action is not taken.

APPLICATION

Applies to the procurement of materials or services made under emergency conditions that will not permit other source selection methods to be used.

PROCEDURE

It is recognized that occasionally extraordinary conditions will develop for which the formal competitive bid process is not practical. These situations can include, but are not necessarily limited to the potential for loss of life or property; operations; conditions that, without immediate action, will continue to degrade and become increasingly costly or difficult to repair. Individuals authorized to declare an emergency shall be limited to department heads/division managers or their designees.

The paragraphs below describe the steps to be followed in the event of an emergency situation as defined above:

2600.1.1 The requesting department shall give verbal authorization to the vendor to obtain the materials or service.

2600.1.2 The requesting department shall inform the vendor that written confirmation will follow in the form of a purchase order or contract issued by the Oakland County Purchasing Division.

2600.1.3 A properly executed requisition shall be prepared for the product/service. The nature of emergency-rush shall be stated in the note pad of the requisition.

2600.1.4 The requesting department shall telephone the Purchasing Division manager, chief, or the assigned buyer for that commodity if the manager or chief are unavailable, notifying them that the rush emergency requisition has been entered and approved.

2600.1.5 The Purchasing Manager or Chief shall assign the requisition to the assigned buyer for that commodity, and verbally notify that buyer of the rush emergency condition.

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

- 2600.1.6** The requesting department shall submit the completed requisition to the assigned buyer in the Purchasing Division requesting a confirming purchase order.
- 2600.1.6.1** Any emergency purchase of \$1,500.00 or more shall require written justification from the requesting department head/division manager describing the emergency to authorize the issuance of a confirming purchase order.
- 2600.1.6.2** For emergency acquisitions greater than \$5,000.00, written justification required in 21.2.3.1 shall be attached and forwarded as part of the monthly exception report to the Oakland County Board of Commissioners.
- 2600.1.7** The requesting department shall provide a copy of the invoice to the manager or chief of the Oakland County Purchasing Division.
- 2600.1.8** The assigned buyer for that commodity shall notify the manager or chief of the Purchasing Division of repeated requests for confirming purchase orders of materials and/or services.
- 2600.1.9** In the event a confirming requisition is received without adequate justification and/or invoice copies, the requisition shall be put on hold and notice sent to the requesting department head/division manager requesting sufficient documentation.

**Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004**

2600.2: Procuring Goods and Services Utilizing Grant Funding

Authority: Oakland County Board of Commissioners Miscellaneous Resolution #01320
adopted December 13, 2001

PURPOSE

To ensure compliance with grant funding requirements in the procurement of goods and services utilizing grant funding sources.

APPLICATION

Any County department/division/unit utilizing grant funding sources to procure goods and services.

PROCEDURE

2600.2.1 When procuring goods and services, the Purchasing Division shall be notified of any funding sources derived from grants and the associated requirements of those grant funding sources.

2600.2.2 The Procurement of goods and services utilizing grant funding shall be in accordance with Purchasing Division policies and procedures outlined herein, in addition to the following:

2600.2.1.1 For federally funded grants, the procurement of goods and services shall be in accordance with Attachment "O" as defined in Federal Grant Assistance Procurement Standards in 2600.3 entitled "Federal Grant Assistance Procurement Standards – Attachment "O"" as well as any other requirements outlined in the grant agreement not previously defined within Attachment "O."

2600.2.1.2 For non-federal grant funding, the procedures utilized to procure goods and services shall be in accordance with conditions set forth in the grant funding agreement.

**Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004**

2600.3: Federal Grant Assistance Procurement Standards – (Attachment-“O”)

Authority: Office of Management and Budget Circular No. A-102

PURPOSE

To establish acceptable guidelines and standards for the procurement of goods and services that are funded by federal assistance programs (federal grants) to ensure compliance with provisions of federal law and executive orders.

APPLICATION

This shall apply to the Purchasing Division and any other individuals authorized to procure goods and services utilizing federal assistance funds.

PROCEDURE

- 2600.3.1** All departments/divisions involved in Federal Assistance Program (Federal Grants) are to contact the grants administrator in the Oakland County Fiscal Services Division before any purchasing processes are started.
- 2600.3.2** Review and be familiar with the Office of Management and Budget Circular 102, revised, entitled “Uniform Requirements for Assistance to State and Local Governments.”
- 2600.3.3** Review and be familiar with “Attachment “O” – Procurement Standards.”

**Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004**

**ATTACHMENT "O"
Circular No. A-102**

Procurement Standards

1. Applicability

- a. This Attachment establishes standards and guidelines for the procurement of supplies, equipment, construction, and services for Federal assistance programs. These standards are furnished to ensure that such materials and services are obtained efficiently and economically and in compliance with the provisions of applicable Federal law and executive orders.
- b. No additional procurement requirements or subordinate regulations shall be imposed upon grantees by executive agencies unless specifically required by Federal law or executive orders or authorized by the Administrator for Federal Procurement Policy. This prohibition is not applicable to payment conditions issued in accordance with Treasury Circular 1075, individual grantee requirements pursuant to Section 10 of the basic circular or the provisions of this or other OMB circulars.
- c. Provisions of current subordinate requirements not conforming to this Attachment shall be rescinded by grantor Agencies unless approved by the Office of Federal Procurement Policy (OFPP).

2. Grantee/Grantor Responsibility

- a. These standards do not relieve the grantee of any contractual responsibilities under its contracts. The grantee is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements entered in support of a grant. These include but are not limited to source evaluation, protests, disputes, and claims. Executive agencies shall not substitute their judgment for that of the grantee unless the matter is primarily a Federal concern. Violations of law are to be referred to the local, state, or federal authority having proper jurisdiction.
- b. Grantees shall use their own procurement procedures which reflect applicable state and local laws and regulations provided that procurements for Federal Assistance Programs conform to the standards set forth in this Attachment and applicable Federal law.

3. Grantee Procurement Improvements

Executive agencies awarding Federal grants or other assistance which require or allow for procurement by the recipients are encouraged to assist recipients in improving their procurement capabilities by providing them with technical assistance training, publications, and other aid.

4. Procurement System Reviews

- a. Executive agencies are encouraged to perform reviews of their grantees procurement systems if a continuing relationship with the grantee is anticipated or a substantial amount of the Federal assistance is to be used for procurement and review of individual contracts is anticipated. The purpose of the review shall be to determine; (1) whether a grantees procurement system meets the standards prescribed by these Attachment or other criteria acceptable to the OFPP, such provisions of the Model Procurement Code for State and local

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

government; and (2) whether the grantees procurement systems should be certified by the reviewing agency. Such a review will also give an agency an opportunity to give technical assistance to a grantee to remedy its procurement system if it does not fully comply. In addition, such a review may provide a basis for deciding whether the grantee contracts and related procurement documents should be subject to the grantors prior approval, as provided by Section 6.

- b. In conducting procurement system review, grantor agencies will evaluate a grantee's procurement system in terms of whether it complies with the standards prescribed by this Attachment and represents a fair, efficient, and effective procurement system. To the maximum extent feasible, reviewers will rely upon state or local evaluations and analyses performed by agencies or organizations independent of the grantee contracting activity.
- c. When a Federal grantor agency completes a procurement review, it shall furnish a report to the grantee, with a copy to OFPP.
- d. All agencies should normally rely upon the resultant findings or certification for a period of 24 months before another review is performed.
- e. Reviews shall be conducted in accordance with standards and guidelines approved or issued by OFPP.
- f. The reviews authorized by Section 6 are waived if a grantee's procurement system is certified.

5. Protest Procedures

- a. Grantor agencies may develop an administrative procedure to handle complaints or protests regarding grantee contractor selection actions. The procedure shall be limited as follows:
 - a. No protest shall be accepted by the grantor agency until all administrative remedies at the grantee level have been exhausted.
 - b. Review is limited to:
 - (1) Violations of Federal law or regulations. Violations of State or local law shall be under the jurisdiction of State and local authorities.
 - (2) Violations of grantees protest procedures or failure to review a complaint or protest.

6. Grantor Review of Proposed Contracts

Federal grantor pre-award review and approval of the grantees proposed contracts are related procurement documents, such as requests for proposal and invitations for bids, are permitted only under the following circumstances:

- a. The procurement is expected to exceed \$10,000 and is to be awarded without competition or only one bid or offer is received in response to solicitation.
- b. The procurement expected to exceed \$10,000 specifies a "brand name" product; or
- c. The grantee's procurement procedures or operation fails to comply with one or more significant aspects of this Attachment. The grantor agency shall notify the grantee in writing, with a copy of such notification to the OFPP.

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

7. Code of Conduct

Grantees shall maintain a written code of standards of conduct, which shall govern the performance of their officers, employees, or agents engaged in the award and administration of contracts supported by Federal funds. No employee, officer, or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interests, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his immediate family;
- c. His or her partner; or
- d. An organization which employs, or is about to employ, and of the above, has a financial or other interest in the firm selected for award.

The grantee's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Grantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

To the extent permitted by state or local law or regulations, such standards of conduct shall provide for penalties, sanctions, or other disciplinary actions or violations of such standards by the grantee's officers, employees, or agents, or by contractors of their agents.

8. Procurement Procedures

The grantee shall establish procurement procedures, which provide that proposed procurement actions shall be reviewed by grantee officials to avoid the purchase of unnecessary or duplicative items. Consideration should be given to consolidation or breaking out to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine which approach would be the most economical. To foster greater economy and efficiency, grantees are encouraged to enter into state and local intergovernmental agreements for procurement or use of common goods and services.

9. Contracting with Small and Minority Firms, Women's Business Enterprises and Labor Surplus Area Firms

- a. It is national policy to award a fair share of contracts to small and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority businesses are utilized when possible as sources of suppliers, equipment, construction, and services. Affirmative steps shall include the following:
 1. Including qualified small and minority businesses on solicitation lists.
 2. Assuring that small and minority businesses are solicited whenever they are potential sources.
 3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation.
 4. Where the requirement permits, establishing delivery schedules which will encourage participation by small and minority businesses.
 5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and the Community Services Administration as required.

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

6. If any subcontracts are to be let, requiring the prime contractor to take the affirmative steps in 1 through 5 above.
- b. Grantees shall take similar appropriate affirmative action in support of women's business enterprise.
- c. Grantees are encouraged to procure goods and services from labor surplus areas.
- d. Grantor agencies may impose additional regulations and requirements in the forgoing areas only to the extent specifically mandated by statute or presidential direction.

10. Selection Procedures

- a. All procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition consistent with this Attachment. Procurement procedures shall not restrict or eliminate competition. Example of what is considered to be restrictive of competition include, but are not limited to; (1) placing unreasonable requirements on firms in order for them to qualify to do business; (2) noncompetitive practices between firms; (3) organizational conflicts of interest; and (4) unnecessary experience and bonding requirements.
- b. The grantee shall have written selection procedures which shall provide, as a minimum, the following procedural requirements:
 1. Solicitations of offers, whether by competitive sealed bids or competitive negotiation shall:
 - a. Incorporate a clear and accurate description of the technical requirements of the material, product, or services to be procured. Such description shall not, in competitive procurements, contain features, which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or services to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specification should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.
 - b. Clearly set forth all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals.
 2. Awards shall be made only to responsible contractors that possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Considerations shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

11. Method Procurement

Procurement under grantee shall be made by one of the following methods, as described herein: (a) small purchase procedures; (b) competitive sealed bids (formal advertising); (c) competitive negotiation; (d) noncompetitive negotiation.

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

- a. Small purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies, or other property costing in the aggregate not more than \$10,000. Grantees shall comply with state or local small purchase dollar limits under \$10,000. If small purchase procedures are used for procurement under a grant, price or rate quotations shall be obtained from an adequate number of qualified sources.
- b. In competitive sealed bids (formal advertising), sealed bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforming with all the material terms and conditions of the invitation for bids, is lowest in price.
 1. In order for formal advertising to be feasible appropriate conditions must be present, including as a minimum the following:
 - a. A complete, adequate, and realistic specification or purchase description is available.
 - b. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business
 - c. The procurement lends itself to a firm-fixed-price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.
 2. If formal advertising is used for a procurement under a grant, the following requirements shall apply:
 - a. A sufficient time prior to the date set for opening of bids, bids shall be solicited from an adequate number of known suppliers. In addition, the invitation shall be publicly advertised.
 - b. The invitation for bids, including specifications and pertinent attachment, shall clearly define the times or services needed in order for the bidders to properly respond to the invitation.
 - c. All bids shall be opened publicly at the time and place stated in the invitation for bids.
 - d. A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of the grantee indicates that such discounts are generally taken.
 - e. Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program.

In competitive negotiation, proposals are requested from a number of sources and the request for proposal is publicized, negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for procurement under a grant, the following requirements shall apply:

1. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

procurement. The request for Proposal shall be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practical.

2. The Request for Proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.
3. The grantee shall provide mechanisms for technical evaluation of the proposals received; determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.
4. Award may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors should be notified promptly.
5. Grantees may utilize competitive negotiation procedures for procurement of architectural/engineering professional services, whereby competitors qualifications are evaluated and the most qualified competitor is selected, subject of negotiation of fair and reasonable compensation.
 - a. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Noncompetitive negotiation may be used when the award of a contract is infeasible under small purchase, competitive bidding (formal advertising) or competitive negotiation procedures. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:
 1. The item is available only from a single source.
 2. Public exigency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation;
 3. The Federal grantor agency authorizes noncompetitive negotiation; or
 4. After solicitation of a number of sources, competition is determined inadequate.
 - b. Additional innovative procurement methods may be used by grantees with the approval of the grantor agency. A copy of such approval shall be sent to the OFPP.

12. Contract Pricing

The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used. Grantees shall perform some form of cost or price analysis in connection with every procurement action including contract modifications. Cost or prices based on estimated costs for contracts under grants shall be allowed only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal costs principals.

13. Grantee Procurement Records

Grantees shall maintain records sufficient to detail the significant history of procurement. These records shall include, but are not necessarily limited to information pertinent to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price.

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

14. Contract Provision

In addition to provisions defining a sound and complete procurement contract, any recipient of Federal grant funds shall include the following contract provisions or conditions in all procurement contracts and subcontracts as required by the provision, Federal law or the grantor agency.

- a. Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
- b. All contracts in excess of \$10,000 shall contain suitable provisions for termination by the grantee including the manner by which it will be effected and the basis for settlement. In addition such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
- c. All contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- d. All contracts and subgrants for construction or repair shall include a provision for compliance with the Cipeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor Regulations (29 CFR, Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducting, by any means, any person employed in the constructions, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitle. The grantee shall report all suspected or reported violations to the grantor agency.
- e. When required by the Federal grant program legislation, all construction contracts in excess of \$2,000 awarded by grantees and subgrantees shall include a provision for compliance with the Davis-Bacon Act (40 USC 276A to A-7) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wage specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages, not less often than once a week. The grantee shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The grantee shall report all suspected or reported violations to the grantor agency.
- f. Where applicable, all contacts awarded by grantees and subgrantees in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers shall include a provision for compliance with sections 103 and 107 of the contract work hours and safety standards act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under section 103 of the act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of standard workday of 8 hours and a standard workweek of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the work week. Section 107 of the act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the secretary of labor. These requirements do not apply to the

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

- g. The contract shall include notice of grantor agency requirements and regulation pertaining to reporting and patent rights under any contract involving research, developmental, experimental or demonstration work with respect to any discovery or invention which arises or is developed in the course of or under such contract, and of grantor agency requirements and regulations pertaining to copyrights and rights in data.

- h. All negotiated contracts (except those awarded by small purchase procedures) awarded by grantees shall include a provision to the effect that the grantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duty authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

Grantees shall require contractors to maintain all required records for three years after grantees make final payments and all other pending matters are closed.

- i. Contracts, subcontracts, and subgrants of amounts in excess of \$100,000 shall contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 h), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under nonexempt Federal contracts, grants, or loans of facilities included on the EPA list of Violations Facilities. The provision shall require reporting of violations to the grantor agency and to the USEPA Assistant Administrator for Enforcement (EN-329).

- j. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L 94-163).

Grantor agencies are permitted to require changes, remedies, changed conditions, access and record retention and suspension of work clauses approved by the Office of Federal Procurement Policy.

15. Contract Administration

Grantees shall maintain a contract administration system ensuring that contractors perform in accordance with the terms, condition, and specifications of their contractors or purchase orders.

**Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004**

2600.5: Furniture Procurement

PURPOSE

To establish a uniform procedure for procuring all types of furniture.

APPLICATION

This procedure applies to all County departments/divisions that intend to procure individual office pieces and/or replace/redesign landscape style furniture.

PROCEDURE

The user department/division shall contact the manager of Facilities Management (FM) at the time a need to procure furniture has been determined. FM shall work with the user department/division to define specifications for the furniture to be purchased and the funding for said purchase.

FM shall forward the specifications to the assigned Purchasing Division buyer. The assigned Purchasing Division buyer and FM shall determine whether to utilize existing contracts to procure furniture for the requesting department/division or prepare a formal bid request.

If FM and the assigned Purchasing Division buyer decide to utilize an existing contract(s), FM shall perform the following:

- Forward the design specifications to the contracted vendor requesting a quote on the components specified.
- The vendor shall submit a formal quote back to FM for review by FM and the user department/division.
- The user department/division shall have the option to accept/proceed with the purchase or reject/postpone the purchase.
 - If accepted, FM shall then generate correspondence to the contracted vendor to procure the specified furniture. This correspondence shall include the quote number, a space to record a direct purchase order number, assigned accounting codes for the purchase, the FM manager signature, and a signatory line for the user department/division head signature.
 - FM shall forward this correspondence to the user department/division head for review and signature.
 - The user department/division head shall forward a completed copy of the correspondence to the assigned Purchasing Division buyer.
 - The assigned Purchasing Division buyer shall authorize the release to purchase from existing contract(s).
 - The user department/division shall generate a direct purchase order (DPO) and record the DPO number on the correspondence prepared to procure the furniture.
 - The user department/division shall forward the package of correspondence to procure furniture to the contracted vendor via fax or mail delivery service.
 - The contracted vendor shall coordinate delivery and installation of furniture through FM.

Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004

If FM and the assigned Purchasing Division buyer decide to issue a request for sealed bid proposal, the following shall be performed:

- FM shall forward a completed requisition along with furniture specifications to the assigned Purchasing Division buyer.
- The assigned Purchasing Division buyer in accordance with 2300.11 through 2300.21 herein shall issue a sealed bid request.
- The bid results shall be forwarded to FM and the user department/division for review.
- FM and/or the user department/division shall report back to the assigned Purchasing Division buyer with the agreed upon products, services, and any additional contract language required for the purchase and installation.
- The assigned Purchasing Division buyer shall issue a purchase order or service contract to cover the purchase, delivery, and installation of requested furniture.

Definitions:

- Landscape furniture or systems style furniture is defined as panels/sections, usually finished with fabric, and other components that are assembled together to create a specific work area or workstation for an employee(s). These components are normally assembled to maximize the efficiency of the available office space for both function and productivity. This style furniture is often referred to as cubicle furniture. Landscape style furniture requires an acceptable formalized design that meets the requirements of the departments.
- The completed work area can consist of a desk area, storage units, and equipment areas. Systems style furniture can be redesigned to meet new functionality if functions or processes change. This style furniture is not normally used for individual employee offices.
- Office furniture can consist of individual desks, chairs, tables, file cabinets, credenzas, bookcases, general seating, and any other individual components that may make up an office.
- Other furniture may consist of outdoor, court, cafeteria, medical, or institutional furniture.

**Oakland County Department of Management and Budget
Purchasing Division Policies and Procedures
Adopted May 24, 1990 and Revised May 1, 2004**

2600.6: Vending Machines

PURPOSE

To establish and clarify the correct procedure for the purchase/use of vending machines.

APPLICATION

Applies to any vending machine, or other coin operated machine for dispensing food, drink, or any other merchandise, placed in any County owned/leased building for use by County employees and the public.

PROCEDURE

Oakland County has recognized the need for control of vending machine placement and use in County owned/leased buildings. The contract for the placement of vending machines in County owned/leased buildings is an exclusive contract between a vendor and Oakland County.

A vending machine shall not be placed in a County owned/leased building without prior written authorization of the Oakland County Support Services Division.

NOTE: Requests for Vending machine placement shall be forwarded to the Purchasing Division through Support Services.