

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

SECTION 3000: Other

3000.1: Contact with the Media

Authority: Department of Management and Budget directive dated December 22, 1983

PURPOSE

The purpose of this procedure is to establish guidelines for the release of public information.

APPLICATION

Applies to all requests for public information.

PROCEDURE

All media contacts should be coordinated. To ensure coordination, media contacts shall be handled by the director or deputy director of Management and Budget in collaboration with the director of Public Information.

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

3000.2: Copier Fund – Policy and Procedure for Establishment and Implementation

**Authority: Oakland County Board of Commissioners Miscellaneous Resolution #8281
adopted December 15, 1977**

PURPOSE

To establish a copier fund to effectively and efficiently manage copier resources.

APPLICATION

Applies to all departments and divisions utilizing copiers from the copier fund.

PROCEDURE

The copier fund shall pay all copier rental or leasing invoices directly through the Department of Management and Budget Fiscal Services Division. All supplies, including xerography paper shall be paid for by the copier fund. A cost for copies shall be assessed per machine by use of monthly reports and/or readings.

It shall be the responsibility of the Oakland County Support Services Division to:

- Serve as liaison with the user departments/divisions to ensure proper maintenance, configuration and financing of each machine, including completing and monitoring purchasing requests as well as requests for rental and maintenance agreements.
- Complete analysis on requests for equipment.
- Prepare, present, and administer the convenience copier operating budget.
- Complete other duties to maintain effective review, including the monitoring of the monthly volumes, performing liaison duties with vendors, placement, relocation and disposition of machines.

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

3000.3: Disposal of County Assets

PURPOSE

To establish and clarify the correct procedures for the disposition of obsolete, surplus, and/or scrap material.

APPLICATION

Applies to all material and/or equipment deemed to be surplus or obsolete to the using department/division.

PROCEDURE

Upon determination by the department or division that items are no longer useful to its operation, the department is to contact Support Services – Record Retention for proper disposition by public auction or other methods as deemed appropriate by Support Services.

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

3000.4: Freedom of Information Act (FOIA) – Policy Setting Fees and Procedures

**Authority: P.A. 442 of 1976;
Oakland County Board of Commissioners Miscellaneous Resolution #8874
adopted March 22, 1979**

PURPOSE

To instruct Purchasing Division staff on established procedures for distribution of information in compliance with the public policy of the State of Michigan that “all persons, except those incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees” consistent with the Freedom of Information Act (FOIA). MCL 15.231.

APPLICATION

Applies to all requests of public information received by Purchasing Division staff in accordance with the requirements of the FOIA. MCL 15.231 et seq.

PROCEDURE

- 3000.4.1** Upon receipt of a written request for information, the request document shall be date and time stamped.
- 3000.4.2** Date and time stamped request documents shall be photocopied with copies distributed to the Purchasing Manager, the Director of Management and Budget, and the division file. The original request shall be immediately forwarded to Corporation Counsel for review.
- 3000.4.3** If the request is for information which is not in the possession of the Purchasing Division office, but is a request for information from another County department or agency (for example, the Health Department or Road Commission), then the Purchasing Division shall forward the request for information to the head of the public agency or department or their respective FOIA Coordinator (if known) within the County.
- 3000.4.4** Respond to the request within five (5) business days with a letter that has been prepared by Corporation Counsel, which provides for one of the following:
- 3000.4.4.1** Granting the request for information. This letter shall provide copies of the documentation requested or provide a date and time for the person to have an opportunity to inspect, examine or copy documents during regular business hours of the Purchasing Division office.
 - 3000.4.4.2** Denying the request with an explanation for the denial.
 - 3000.4.4.3** Notice extending the time to respond to the FOIA.
- 3000.4.5** Corporation Counsel shall determine whether the FOIA request describes a public record sufficiently to execute the request. Corporation Counsel

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

shall also determine whether the requested information is, in whole or in part, exempt or non-exempt under Section 13 of FOIA.

3000.4.6 Corporation Counsel shall specify for the Purchasing Division or the appropriate department, division or agency what information may be made available in response to the FOIA request.

3000.4.7 All notices such as time extensions, FOIA requests forwarded to another department, division or agency within the County of Oakland or other notifications or communications shall be forwarded to Corporation Counsel for their review before issuance.

3000.4.8 Corporation Counsel shall answer all questions related to, and/or resolve disputes or objections with, FOIA requests.

3000.4.9 Upon notification by Corporation Counsel granting the request for information. The Purchasing Division shall provide copies of the documentation requested, or provide a date and time for the person to have an opportunity to inspect, examine or copy documents during regular business hours of the Purchasing Division. (MCL 15.233(3))

3000.4.10 The Compilation of the costs/fees for responding to the request for information shall include the cost of searching, inspecting and for providing a copy of the public record. The fees shall be limited to actual mailing costs and the incremental cost of duplication, including labor¹, for the cost of search, examination, review, deletion, and separation of exempt and non-exempt information. If the estimate of the fees exceeds \$50.00, then the Purchasing Division may request, a deposit of half of the estimated costs/fees for responding to FOIA.

¹ The cost of labor is limited to the hourly wage of the lowest paid public employee capable of retrieving the information

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

3000.5: Procedure for Purchasing Computer Hardware and Software

PURPOSE

To communicate to all County employees the requirements and limitations of the purchase, use, ownership, and relocation of computer hardware and software.

APPLICATION

To reinforce the County of Oakland's commitment to comply with legal requirements pertaining to the use of computer hardware and software.

PROCEDURE

Prior to purchasing computer hardware and software, department heads/division managers shall contact the Department of Information Technology to ensure that the proposed purchase and subsequent use is in compliance with legal requirements.

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

3000.6: Sales Tax Exemption

Authority: P.A. 167 of the Public Acts of 1933 commonly known as the “General Sales Tax Act”

PURPOSE

To define sales tax exemption established by Public Act 167, rule 2. Oakland County as a Michigan Constitutional Corporation is exempt from sales tax per Act 167 of Public Acts established in 1933. In addition, the Michigan Department of Treasury has developed and implemented specific sales and use tax rules which specify that the County of Oakland is not required to have a sales tax exemption number.

APPLICATION

Applies to all County purchases.

PROCEDURE

- When procuring goods and services, the County employee making the purchase is responsible for informing the vendor of the County’s sales tax exemption status.
- Corporation Counsel before payment must approve any exception in regards to sales tax, excise tax or personal property where itemized bills are presented.

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

3000.7: Solid Waste – Policy to Promote Recycling

**Authority: Oakland County Board of Commissioners Miscellaneous Resolution #89325
adopted November 30, 1989**

PURPOSE

To actively participate in a program of solid waste management and promote the use of recycled products in compliance with Miscellaneous Resolution #89325 dated November 30, 1989.

APPLICATION

This policy applies to all County departments/divisions and all County employees and officials.

PROCEDURE

- Oakland County is actively engaged in the development and management of solid waste disposal.
- The County recognizes the value of recycling and has initiated a program of collecting items for reuse. To further the effectiveness of recycling, the county shall explore the use of recycled products.
- The Oakland County Purchasing Division shall employ every effort to seek out and explore the use of recycled products whenever feasible. In consideration for use, such products must be demonstrated to meet the requirements of the using agency.
- Furthermore, the Purchasing Division shall revise any product specifications that directly or indirectly preclude the use of recycled products.

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

3000.8: Vehicle Purchasing Policy

**Authority: Oakland County Board of Commissioners Miscellaneous Resolution #93230
adopted October 21, 1993;
Oakland County Board of Commissioners Miscellaneous Resolution #94357
adopted December 8, 1994**

PURPOSE

The Oakland County Board of Commissioners adopted a policy to use a variety of domestic automotive companies with the intent of reducing overall costs by encouraging competition.

APPLICATION

Applies to the acquisition and disposition of vehicles.

PROCEDURE

Excerpts from Oakland County Support Services Policy on Assignment of County Vehicles, Section IV are described in the paragraphs below.

General Fleet Provisions:

➤ **Fleet Composition and Methods of Acquiring**

The County Executive shall determine the most cost-effective method of acquiring vehicles with the intent to integrate the fleet as it is cost justified with vehicles from domestic automobile manufacturers. This may include the purchasing or leasing of vehicles. Cost effectiveness should include the life cycle costs of the vehicle use.

➤ **Disposition of Vehicles**

The County Executive shall use the best available method for the disposal of County vehicles. These methods may include the Semi-annual County Auction, other private auctions and sealed bids.

➤ **Standardization of Passenger Vehicles**

For assignment of a passenger car based on the mileage driven (Sec. II.A); specialized usage (Sec. II.D); or transporting of Non-County Personnel (Sec. II.F), a mid-size vehicle shall be assigned. A smaller vehicle may be assigned at the request of the department.

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

3000.9: Motor Pool Purchases – Procedure for Receipt and Distribution

**Authority: Oakland County Board of Commissioners Miscellaneous Resolution #93230
adopted October 21, 1993;
Oakland County Board of Commissioners Miscellaneous Resolution #94357
adopted December 8, 1994**

PURPOSE

To establish centralization and control of fleet costs.

APPLICATION

Applies to all vehicles owned by the Central Garage.

PROCEDURE

- Oakland County has adopted a philosophy of centralized fleet operation. All procurement of vehicles is coordinated by Central Garage through the Purchasing Division.
- Central Garage also administers the maintenance of fleet vehicles. This includes parts, labor, fuels, lubricants, tires, etc. This promotes standardization of vehicles and increases efficiency of repair. All maintenance repair and operating supplies shall be coordinated by Central Garage through the Purchasing Division.
- All vehicles purchased are delivered to the Central Garage. All vehicles are checked for option content, titled to the County of Oakland and entered into inventory. Rust proofing, installation of additional options, and issuance of automated gas cards are also processed by the Garage.
- Central Garage shall be responsible for transferring vehicles to the requesting departments/divisions.

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

3000.10: Departmentally Owned Vehicles

**Authority: Oakland County Board of Commissioners Miscellaneous Resolution #93230
adopted October 21, 1993;
Oakland County Board of Commissioners Miscellaneous Resolution #94357
adopted December 8, 1994**

PURPOSE

To provide a consistent and uniform process for the request, acquisition, receiving, and record-keeping for vehicles which are owned by the using department/division rather than Central Garage. This is also intended to make maximum use of the County's fleet purchase discounts, to insure proper receipting of the vehicle and stewardship of title documents.

APPLICATION

This is a joint Purchasing Division/Support Services procedure. The procedure shall apply to all departments/divisions that are authorized by the Oakland County Board of Commissioners and the County Executive to own vehicles apart from Support Services – Central Garage. This includes Parks and Recreation, Airport, and the Drain Commissioner's Office.

PROCEDURE

Oakland County maintains a centralized garage and fleet vehicle operation under the County Executive, Department of Central Services Support Services Division. This centralized operation is responsible for acquisition, maintenance, and disposal of the County's fleet of vehicles. It is recognized that, under certain limited circumstances, sound business practices may indicate some specialized vehicles be owned by the using department.

There will be some minor variance in the ordering process for a departmentally owned vehicle, as described below:

- The user department/division shall consult with the manager of Support Services for assistance with drafting vehicle specifications for competitive bidding purposes.
- Central Garage shall be responsible, on behalf of the user department/division, for submitting the formal request and specifications to the Purchasing Division for the bidding and purchase of the vehicle. All vehicle requests shall be approved by the user department/division prior to submission to the Purchasing Division for processing.
- All purchase orders for vehicles shall instruct the vendors to deliver to the Oakland County Central Garage all vehicles, two sets of keys, the warranty book, and form #RD-108: "Application for Michigan Title/State of Vehicle Sale."
- All vehicles, including those that are departmentally owned, shall be delivered to Central Garage for title processing applications, assignment of a County identification number, and issuance of gas cards/keys.
- All service work will be performed by and/or be coordinated by Central Garage staff. Estimates shall be provided in advance, if so requested. Central Garage shall coordinate all collision repair work.

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

3000.11: Intergovernmental Procurement Relationships

Definitions:

- (1) Cooperative Purchasing means procurement conducted by, or on behalf of, more than one Public Procurement Unit, or by a Public Procurement Unit with an External Procurement Activity.
- (2) External Procurement Activity means any buying organization not located in this State which, if located in this State, would qualify as a Public Procurement Unit. An agency of the United States is an External Procurement Activity.
- (3) Local Public Procurement Unit means any County, City, Town, and any other subdivision of the State or public agency of any such subdivision, public authority, education's, health, or other institution, and to the extent provided by law, any other entity which expends public funds for the procurement of supplies, services, and construction, and any nonprofit corporation operating a charitable hospital.
- (4) Public Procurement Unit means with a Local Public Procurement Unit or a State Public Procurement Unit.
- (5) State Public Procurement Unit means the Office of the Chief Procurement Officer and any other Purchasing Agency of this State.
- (6) Extended Purchasing means procurement conducted by a Public Procurement Unit who then offers the use of the contract to other Public Procurement Units.

1. Commentary:

It has long been recognized in the areas of Public Procurement, as well as that of Private Industry Procurement, the advantages of pooling purchase columns. A general tenet of business is the more units one buys the lower the unit cost.

It is truly a "win-win" agreement for all participants. The buyers receive lower pricing than could have been realized individually, and the sellers achieve an economy of scale with one contract and a higher level of sales. Consequently, the County has sponsored annual cooperative purchases for a variety of commodities. This effort of many years, has been a great cost benefit to the numerous participants. Virtually every City, Village and Township within the County and many out of county City, Villages and Township's have been past participants.

Furthermore, Oakland County has been a participant in various State and Federal government extended purchases. This has proved to be cost savings that the County would otherwise be unable to realize.

2. Cooperative Purchasing Authorized:

Oakland County Purchasing Division may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, services, or construction with one or more Public Procurement Units or External Procurement Activities in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between:

Public Procurement Units and open-ended State Public Procurement Unit contracts which are made available to Local Public Procurement Units.

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

The use of a cooperative purchase agreement by the County shall be viewed as having met the competitive bid process as required in this manual.

3. Cooperative Purchasing Contracts:

Any Cooperative Contracts issued by the County and utilized by local public procurement units are issued by a public procurement unit and used by the County shall provide that:

- (a) The State shall conduct the procurements in compliance with the State Procurement Policy, and likewise, the County shall conduct procurements in compliance with County Procurement Policies.
- (b) When the Local Public Procurement Unit agrees to procure any supply or service under the County contract, all of its requirements for such supply or service shall be obtained by placing purchase orders against the appropriate County contract in accordance with the terms and conditions of such contract;
- (c) Payment for supplies or services ordered by the Local Public Procurement Unit under County contracts shall be the exclusive obligation of such jurisdiction;
- (d) Inspection and acceptance of supplies or services ordered by the Local Public Procurement Unit under County contracts shall be the exclusive obligation of such jurisdiction;
- (e) The County may terminate the cooperative agreement for failure of the Local Public Procurement Unit to comply with the terms of the contract or pay a contractor to whom the County has awarded an open-ended contract;
- (f) The exercise of any warranty rights attaching to supplies or services received by the Local Public Procurement Unit under County contracts shall be the exclusive obligation of such jurisdiction; and
- (g) Failure of a Local Public Procurement Unit which is procuring supplies or services under a County contract to secure performance from the contractor in accordance with the terms and conditions of its purchase order will not necessarily require the County or any other Local Public Procurement Unit to consider the default or to discontinue procuring under the contract.

4. Public Procurement Units in Compliance with Procedure Requirements

Where the Public Procurement Unit or External Procurement Activity administering a cooperative purchase complies with the requirement of this procedure any Public Procurement Unit participating in such a purchase shall be deemed to have complied with this procedure. Public Procurement Units may not enter into a cooperative purchasing agreement for the purpose of circumventing this procedure.

County departments may not utilize a cooperative purchasing agreement for the purpose of circumventing competitive bid requirements, the policies and procedures in this manual, or the Purchasing Division processes.

The use of cooperative purchasing agreements by County departments shall only be with the expressed authorization of the Purchasing Manager.