



BALDWIN COUNTY COMMISSION

POLICY #3.7		
Subject	Purchasing Policies	
Date Adopted	December 5, 2023	
Agenda Item	CE3	
Obsolete Versions	October 19, 1999	Minutes Book 23, Page 327
	March 20, 2001	Minutes Book 26, Page 327
	May 18, 2004	Minutes Book 35, Page 193
	February 19, 2008	Minutes Page 26
	August 19, 2008	Minutes Page 8
	November 1, 2016	Agenda Item BB5
	August 1, 2023	Agenda Item CE11

POLICY STATEMENT

The purpose of these purchasing policies and procedures is to establish a legal and orderly method of buying goods and services for the County of Baldwin. These policies and procedures shall apply to all Baldwin County employees, officers, officials, and agents when buying any goods or services for the County of Baldwin.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. No officer, employee, officials, or agents, of the County shall be financially interested, either directly or indirectly, in any contract or purchase of any goods, materials, equipment, or contracted service furnished to or used by any Department, Board or Agency of the County Government.
2. No officer or employee of the County may accept or receive, directly or indirectly, money, entertainment, gift or any promise, obligation or contract for future reward or compensation (above nominal intrinsic value or except as otherwise allowed by applicable laws, rules, and regulations) from any person, firm, or corporation to which any contract or purchase order may

be awarded.

General Guidelines

A. Only those employees that are classified, Baldwin County employees, who have been designated by the Supervisor can pick up goods to be used by the County. Full-time permanent employees (non-probationary) of the County of Baldwin, in good standing, are eligible for this task. Upon pick-up of the goods, the employee must note the Purchase Order Number on the Receiving Ticket.

- IN ALL PURCHASING SITUATIONS except those governed by the State Bid Law, price comparisons are to be obtained as described below, to ensure the County receives quality merchandise at the lowest possible price.

B. The following buying limits for goods and services shall be used to determine how price comparisons are to be made:

Amounts	Requests	Method of Pricing
\$0 - \$1,000		No Quotes Required. Vendors used most frequently may have open Purchase Orders each month for authorized employees to use as needed. The Supervisor in charge will also sign each Receiving Ticket.
\$1,001 - \$3,000		Updated Phone Pricing every 6 months. Document Vendor Name and Phone Price Quote in the General Note Field of Requisition.
\$3,001 - \$10,000	Written	3 Phone/Emailed Prices or Written Quotations. (All 3 must reflect on Requisition or Invoice). Attach all written or emailed quotes to Requisition in PDF. Document Vendor Name and Phone Price Quote in the General Note Field of Requisition.
\$10,001 - \$29,999	Written	3 Written Quotations (All must be attached to the Requisitions)
\$30,000 plus	Written	Sealed Bid (as mandated by State Code)

*Exemption - Equipment parts and repair of **vehicles** due to breakdown **unless required by vendor.**

*Exemption - Equipment parts and repair of **heavy duty off-highway construction equipment** and of all vehicles with a gross vehicle weight rating of 25,000 pounds or greater.

\$0 - \$10,000	3 Verbal or Written Quotations Required
\$10,001 - \$39,999	3 Written Quotations Required
\$40,000 plus	Sealed Bid (as mandated by State Code)

No expenditure involving thirty thousand dollars (\$30,000) or more may be split into parts involving sums of less than \$30,000 for the purpose of evading the requirement of Article 3 Section 41-16-51.

(a) All expenditures of funds for repair parts and the repair of heavy duty off-highway repair parts and the repair of heavy duty off-highway construction equipment or of any vehicles with a gross vehicle weight rating of 25,000 pounds or greater, including machinery used for grading, drainage, road construction, and compaction for the exclusive use of county and municipal highway, street, sanitation departments, involving not more than forty thousand dollars (\$40,000) made by or on behalf of any county commissions and governing bodies of the municipalities of the state, and the governing bodies of instrumentalities, including waterworks boards, sewer boards, gas boards, and other like utility boards and commissions, shall be made, at the option of the governing boards, bodies, instrumentalities, and commissions, without regard to this article. The foregoing exemption from this article shall apply to each incident of repair as to any repair parts, equipment, vehicles, or machinery. The amount of the exempted expenditure shall not be construed to be an aggregate of all the expenditures per fiscal year as to any individual vehicle or piece of equipment or machinery. The option provided by subsection (a) may be exercised by the governing boards, bodies, instrumentalities, and commissions by specific reference to this section on any purchase orders and purchase commitments executed by the governing boards, bodies, instrumentalities, and commissions. However, the option shall not be exercised by any employee, agent, or servant unless done so after having received official prior approval of the respective governing board, body, instrumentality, or commission or unless exercised pursuant to a formal policy adopted by the governing board, body, instrumentality, or commission setting out conditions and restrictions under which the option shall be exercised. (Article 41.16.52)

*Exemption – Expenditures for the *leasing of heavy duty off-highway construction equipment and all vehicles* with a gross weight of 25,000 pounds or greater.

The amount of the exempted expenditure shall not be construed to be an aggregate of all the expenditures per fiscal year as to any individual vehicle or piece of equipment or machinery. All expenditures of funds for a leasing of heavy duty off-highway construction equipment and all vehicles with a gross weight of 25,000 pounds or greater, including machinery for grading, drainage, road construction, and compaction for exclusive use of county and municipal highway, street, and sanitation departments, involving a monthly rental of not more than ten thousand dollars (\$10,000) per month per vehicle or piece of equipment or machinery but not to exceed thirty thousand dollars (\$30,000) per month for all such vehicles and pieces of equipment made by or on behalf of any county commissions. (Article 41-16-52).

C. All Receiving Tickets and Invoices must be turned in to the designated department representative as soon as possible after purchase (preferably daily, but in no case longer than five (5) days after purchase). The entire account number or project string being charged shall be plainly marked on the ticket or invoice. Buyer must sign and date the ticket or invoice legibly (if signature is unreadable, print name under signature).

D. Baldwin County has only one (1) billing address, which is as follows:

Baldwin County Commission
312 Courthouse Square, Suite 11
Bay Minette, AL 36507
ATTN: Accounts Payable

This address can also be located on the Purchase Order.

E. When grant purchases are made, the name of the grant, grant account number or project string and the amount to be charged must be plainly marked on the requisition, receiving ticket, or invoice. For the grant purchase, Commission action/approval must be attached to the requisition.

F. The incorporated municipalities of the State of Alabama are specifically exempted from the payment of Alabama Sales Tax on purchases of tangible personal property. Since a specific exemption is provided by law, a certificate of exemptions is not needed. (Section 40-23-4(11), Code of Alabama 1975, as amended.)

Emergency Purchases

A. Emergency Purchase of goods or services may be made by the Department Purchasing Clerk or in their absence, the Department Head when delivery is critical to the operation of the department and when normal purchasing procedures cannot be followed. The term “**emergency**” signifies a situation which has suddenly arisen and requires expedited action.

B. For items within his/her purchasing range, the Supervisor must secure verbal approval from the Purchasing Director before such emergency purchase. Upon receipt of the goods, a purchase requisition shall be submitted to the Purchasing Director, signed by the Designated Department Representative, along with the receiving ticket.

C. The County Commission has the authority to let contracts under the State Bid Law (purchases or contracts \$30,000 and above) without advertisement in emergency situations when affecting public health, safety, or convenience, as declared in writing by the awarding authority, setting forth the nature of the danger to the public health, safety, or convenience which would result from delay, contracts may be let to the extent necessary to meet the emergency without public advertisement. Such emergencies must be officially declared by the Baldwin County Commission in advance of the purchase. The County Commission shall declare the existence of the emergency during a regularly held Commission Meeting in advance of the purchase. Declaration of Emergency does not eliminate the sealed bid process, in amounts over \$30,000; **it only eliminates the period of advertisement.**

D. Non-business hour purchases and other unique small purchases may be made without a purchase order if approved by proper Department Officials. These purchases will be monitored by the Clerk/Treasurer and Purchasing Director to ensure that these purchases are not excessive and circumventing the Purchasing Policies.

Special Request and Conditions

A. Under no circumstances are purchases to be made unless they are **budgeted** items with available funds in the current budget year. The County Commission does not budget for any purchase relating to a declared emergency.

B. It is the responsibility of the Supervisor/Department Head to develop procedures which will ensure all purchasing regulations are followed.

C. In the event a bid is received for an item of personal property or services to be purchased or contracted for from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within the local preference zone where the county, a municipality, or an instrumentality thereof is the awarding authority, and the bid is no more than five percent (5%) greater than the bid of the lowest responsible bidder, the awarding authority may award the contract to the resident responsible bidder. Prior to advertising for bids for an item of personal property or services, where a county, a municipality, or an instrumentality thereof is the awarding authority, the awarding authority may establish a local preference zone consisting of any of the following: 1) The legal boundaries or jurisdiction of the awarding authority 2) The boundaries of the county in which the awarding authority is located 3) The boundaries of the Core Based Statistical Area in which the awarding authority is located. If no Commission action is taken to establish preference zone prior to advertising, the preference zone shall be deemed to be the same as option one.

Procedures

A. Purchases of \$0 - \$29,999

1. A Purchase Requisition must be submitted by an employee requesting a purchase through the designated County Representative to the Purchasing Department. Written quotations must be attached to the Purchase Requisition. (See General Guidelines Chapter 2/Item C).

2. Purchase order copies are distributed to the following: Purchasing, Accounts Payable, Vendor, Designated Department Representative.

B. Purchase of \$30,000 and above

1. The Competitive Bid Law is codified at Article 3, Sections 41-16-50 thru 41-16-63, Code of Alabama 1975.

(A) The Bid Laws have been interpreted by the courts and by the state attorney general's office to mean that like items purchased by the County, in excess of \$30,000 in a year, must be processed by competitive bid.

(B) The awarding authority may require bidders to furnish a bid bond for a particular bid solicitation if the bonding requirement applies to all bidders, is included in the written bid

specifications, and if bonding is available for the services, equipment, or materials.

(C) Bond in a responsible sum for faithful performance of the contract, with adequate surety, may be required in an amount specified in the advertisement for bids.

(D) The following are commodities that are exempt from competitive bid.

- Purchases of utility services, the rates for which are fixed by law, regulation, or ordinance.
- The purchase of ballots and supplies for conducting any primary, general, special, or municipal election.
- Contracts for services of attorneys, physicians, architects, teachers, superintendents of construction, artists, appraisers, engineers, consultants, certified public accountants, public accountants, or other individuals possessing a high degree of professional skill where the personality of the individual plays a decisive part.
- Contracts of employment in the regular civil service.
- Purchases of products made or manufactured by the blind or visually impaired individuals under the direction or supervision of the Alabama Institute of the Deaf and Blind in accordance with Sections 21-2-1 to 21-2-4, inclusive.
- Purchases of maps or photographs from any federal agency.
- Purchases of computer programs, software applications, manuscripts, books, maps, pamphlets, periodicals, and library or research electronic databases of manuscripts, books, maps, pamphlets, or periodicals.
- Selection of paying agents and trustees for any security issued by a public body.
- Contractual services and purchases of commodities for which there is only one (1) vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding.
- Purchases of products where the price of such products is already regulated and established by state law.
- Contracts for fiscal or financial advice or services.
- Purchase of Insurance.
- Purchases made by individual schools of the county or municipal public school systems from monies other than those raised by taxation or received through appropriations from state or county sources.
- Contracts relating to industrial development.
- Purchase of equipment, supplies or materials needed, used and consumed in the normal and routine operation of any waterworks system, sanitary sewer system, gas system, or electric system, or any two or more thereof, that are owned by municipalities, counties or public corporations, boards or authorities that are agencies, departments or instrumentalities of municipalities or counties and no part of the operating expenses of which system or systems have, during the then current fiscal year, been paid from revenues derived from taxes or from appropriations of the state, a county or a municipality.
- Repair of construction equipment and all vehicles for which parts or service is of a specialized nature.
- Existing contracts up for renewal for sanitation or solid waste collection, recycling, and disposal between municipalities or counties, or both, and those providing the service.

- Purchases of computer and word processing hardware when the hardware is the only type that is compatible with hardware already owned by the entity taking bids and custom software.
 - Professional services contracts for codification and publication of the laws and ordinances of municipalities and counties.
 - Purchases of dirt, sand, or gravel by a county governing body from in-county property owners in order to supply a county road or bridge project in which the materials will be used. The material shall be delivered to the project site by county employees and equipment used only on project components conducted exclusively by county employees.
 - Contractual services and purchases of products related to, or having an impact upon, security plans, procedures, assessments, measures, or systems, or the security or safety of individuals, structures, facilities, or infrastructures.
 - Purchases, leases, or lease/purchase of goods or services, other than voice or data wireless communication services, made as a part of the purchasing cooperative sponsored by the National Association of Counties, its successor organizations, or any other national or regional governmental cooperative purchasing program.
 - The purchase of goods or services, other than wireless communication services, whether voice or data, from vendors that have been awarded a current and valid Government Services Administration (GSA) Contract. (Prices may not exceed the amount provided in the GSA contract).
 - The purchase of services to aid in the prevention and detection of criminal activity by law enforcement agencies and community-oriented policing programs.
2. The State contract, Baldwin County bids, and approved National contracts are to be used whenever possible. NOTE: The State bid should state in writing that the contract was let for the benefit of municipalities as well as the state. When using the State Bid, accompanying the requisition should be a copy of the cover, each item page, vendor page, and the specification page. If a local “in county” vendor offers the tangible item (s) cheaper than the State Contract, the county may pursue a competitive bid and use the State Contract price as one of the bid prices. When using National contracts, each governmental entity must verify that the goods or services to be purchased, leased, or lease/purchased are either not at the time available on the state purchasing program or are available at a price equal to or less than that on the state purchasing program. *Id.* Further, any such purchases, leases, or lease/purchases must be made through a participating Alabama vendor holding an Alabama business license if such a vendor exists. *Id.* Public Works Notice: This does not authorize the purchase of any goods or services from Sourcewell, Omnia, TIPS, or NCPA (National contracts) related to “public works” as defined in Section 39-2-1(6) Ala. Code (2011), except as follows: the contract for purchasing air conditioning and heating units, and systems, awarded under Sourcewell, Omnia, TIPS and NCPA Contracts, has been approved for use under the provisions of Section 39-2-2(d)(2), Ala. Code (2018), as amended by Act No. 2021-282. This approval does not authorize installation, labor, or services related thereto, which must be bid in compliance with Title 39.
 3. Purchases shall not be split in order to avoid the requirements of the bid law.
 4. All bids will be opened in a public meeting. A bid tabulation sheet will be prepared after the bid opening to establish low bidder and posted to the Purchasing website.

5. The Purchasing Director or designee is required to attend each bid opening. Department heads, other staff members, vendors, and general public, are invited and welcome to attend bid openings.
6. The Purchasing Director will discuss at a prearranged meeting bid results of items offered with the using department.
7. Any bid received after the appointed time of opening will be returned, unopened, to the Bidder. The clock located in the Purchasing Conference Room shall be used as the official time clock. No other time will be considered.
8. All bids, together with all documents pertaining to the bid or award of a contract, shall be retained, and made part of a file or record for a period of seven (7) years.
9. At the bid opening, the Purchasing Director may question any bidder as to the validity of his bid; however, no one representing the County shall make any commitment to a bidder as to a purchase prior to the awarding by Commission and the issuance of a purchase order.
10. If no bids or only one bid is received at the time stated in the advertisement for bids, the awarding authority may advertise for and seek other competitive bids, or the awarding authority may negotiate through the receipt of informal bids not subject to the requirements of this article. Where only one responsible and responsive bid has been received, any negotiation for the work shall be for a price lower than the bid. In the event both or all bids exceed the awarding authority's anticipated budget, the awarding authority may negotiate with the lowest responsible and responsive bidder, provided the negotiated price is lower than the bid price.
11. The County reserves the right to reject any or all bids and to waive any informalities.

PROCEDURES FOR SEALED BIDS

(Purchases of \$30,000 or greater)

1. The Purchasing Manual will be referenced on a regular basis to ensure that compliance is maintained with the Purchasing Manual.
2. At least 10 days will be allowed from the date the bid packages are mailed to the bid opening date.
3. The bid package shall clearly indicate the person to contact in cases when the vendor may have questions.
4. The following sources should be utilized in developing bid specifications:
 - A. State and/or City Bid Specifications
 - B. Internal staff

The practice of having vendors participate in formulating the specifications shall be avoided when possible.

5. The bid package must be received by US Mail, Federal Express, etc., by the date specified in the bid package. Walk-in bids are acceptable but must be turned in by the bid deadline. The walk-in bids shall be date and time stamped.
6. Prior to the mailing of the bid package, the Department Head requesting the procurement must approve the acceptability of allowing substitutes for the items being bid. The acceptability of substitutes (Yes or No) should be clearly stated in the bid package.
7. The internet will be reviewed and utilized when preparing the vendor bidder list. The Purchasing Directors vendor files will be checked along with any persons that have verbally requested copies.
8. The following should be followed for advertising bids in the local newspaper.

<u>Projected Bid Price</u>	<u>Procedure</u>
A. \$30,000 to \$99,999 for Materials, Supplies & Equipment	A. No advertising in the newspaper is required. Bid shall be advertised by posting notice thereof on a bulletin board maintained outside of the Purchasing Office and in any other manner and for any length of time as may be determined. However, the Purchasing Director may advertise in a newspaper if deemed necessary to obtain good competition. Ala. Code 41-16-54 (a)
B. \$100,000 and above Public Works	B. The bid shall be advertised once a week for three (3) consecutive weeks in a newspaper of general circulation in the county or counties in which the improvement, or some part thereof, is to be made. Ala. Code 39-2-2 (a).,

9. There shall be no changes in the bid specifications starting 48 hours prior to the scheduled bid opening. This should be clearly indicated in the bid package.

Exception: On building construction and road or bridge projects, the Architect or Engineer may answer questions, issue clarifications, and make minor additions and subtractions, which do not involve a major change in the scope of the work, up to 8 hours prior to bid opening.

NOTE: Affected articles can be found in Appendix A.

Maintenance, Rental, Lease, and Lease Purchase Contracts

- A. All contracts for leases, lease purchases, rental agreements or maintenance agreements must be signed by the Chairman after Commission approval regardless of the amount of the lease or agreement; and all such documents shall be attorney approved.
- B. All leases, lease purchases, rental agreements or maintenance agreements are subject to bid law if amount exceeds \$30,000.
- C. Upon approval by the Commission, the Purchasing Director will issue a purchase order.

Prepayment Purchases

- A. All purchases of goods or services requiring prepayments will be directed to the Clerk Treasurer.
- B. The Department Head will send a Purchase Requisition along with any completed order document, registration form, etc., to the Clerk Treasurer.
- C. Department Head is required to forward the original receiving ticket to the Clerk Treasurer to place behind the payment voucher.
- D. Credit card purchases must be submitted to the Purchasing Director using a paper requisition (Attachment 1) for review and approval of all purchases of tangible goods or services.

Reoccurring Monthly Charges (utilities, telephone, rent etc.)

- A. Payment of reoccurring monthly charges and reimbursement for approved travel is an accounting procedure and not a function of the Purchasing Division; therefore, no purchase order will be needed for these payments. Procedures for payment will be implemented by the Accounting Division.

Construction Contracts

A. Licenses Required

All bidders, to the best of their knowledge and belief, must be in compliance with all applicable Federal, Alabama State, County and Municipal Laws, regulations, resolutions and ordinances. In particular, if applicable, all bidders must be licensed and permitted in accordance with Title 10, Chapter 2A, Article 8, Division 2 (dealing with Out-of-state corporations doing business within Alabama), Title 34, Chapter 8 (dealing with general contractor Licensing for businesses which construct or superintend the construction of any building, highway sewer, grading or any improvement or structure costing \$50,000 or more) Title 40, Chapter 12 (dealing with privilege licenses and store licenses), Title 40, Chapter 14 (dealing with permitting, franchise tax and other taxation of corporations conducting business in this state), and Title 40, Chapter 23 (dealing with sales and use tax), Code of Alabama 1975, as amended; provided, the bidder is not exempted

from the above mentioned Code Sections elsewhere in the Code. All bidders bidding should be prepared to timely submit non-confidential evidence or documentation supporting the fact they are presently licensed and permitted under the applicable above-mentioned Code Sections, suitable to, and upon request by, the Baldwin County Commission. Such non-confidential evidence or documentation may be submitted with the bid.

B. Plans and Specifications Required

1. On any construction project costing \$100,000 or more, all engineering plans, specifications, and estimates, shall be prepared by, and the construction executed under the direct supervision of a professional engineer or registered architect.

C. Advertisement

1. Any construction project costing \$100,000 and above shall be advertised once a week for three (3) consecutive weeks in a newspaper of general circulation in the County.
2. The advertisement shall be posted on a bulletin board maintained in the Commission Administration Building and the Budget/Purchasing Building located in Bay Minette.

D. Bid Guaranties

Bidders may be required to furnish a bid bond on any contract in excess of \$10,000 provided that bonding is available for the services, equipment or material. In cases where bonding is not available, a certified check payable to the Baldwin County Commission will be required. The amount of the guarantee shall be for an amount not less than five (5%) percent of the estimated cost or of the contractor's bid but not more than \$10,000 unless special circumstances require a greater amount.

E. Performance Bond

Any person, firm, or corporation entering into a contract with the County for the repair or construction of any public building, public work, highway, or bridge shall provide a performance bond, material and labor bond equal to one hundred (100%) percent of the contract price. Bonds are not required on contracts of less than \$100,000 by Section 39-1-1, but a bonding requirement may be imposed by the County under Alabama Code Section 41-16-58.

F. Insurance Requirements for Contractors

Any person, firm, or corporation entering into a contract with the County will carry Compensation and Comprehensive General Liability Insurance in an amount deemed appropriate by the County but never less than \$1 million per occurrence and \$2 million aggregate. The Certificate of Insurance shall name the County as additional insured.

Promulgated Rules

With prior discussion and review with department heads during a scheduled meeting the Purchasing Department may, with approval of the County Commission, promulgate any rule or rules necessary for the implementation of this policy.

Penalties/Sanctions/Disciplinary Action

Violators of state law are subject to all applicable penalties, sanctions and disciplinary actions as set forth in applicable laws, rules, and regulations, including, but not limited to, State Bid Laws, Alabama Ethics Rules, and the Baldwin County Handbook.

Federal Grant Funded Projects

Purchases using Federal award funds are subject to the provisions of the Uniform Guidance (2 CFR Part 200) from the date of award to the end of the period of performance unless otherwise specified. Costs must follow the requirements in 2 CFR 200 Subpart E, cost Principles, including procurement standards. Recipients that receive an aggregate amount of federal financial assistance in a given fiscal year that exceeds the Single Audit threshold are subject to the requirements in 2 CFR 200 Subpart F, Audit Requirements, unless otherwise specified in program-specific guidance. Federal grant funds transferred to subrecipients are also subject to reporting and Uniform Guidance requirements.

APPENDIX A

Article 3 Section 41-16-50

Contracts for which competitive bidding required; manner of awarding contracts generally; award of contracts to resident bidders, negotiation of contracts; joint contracts.

Article 3 Section 41-16-51

Contracts for which competitive bidding not required generally; governing bodies or instrumentalities of counties, municipalities and certain state and local institutions to establish and maintain purchasing facilities and procedures for competitive bidding in operation and management of institutions, facilities, etc., under supervision and control thereof; contracts entered into in violation of article void, penalty.

Article 3 Section 41-16-52

Expenditures for repair of lease of heavy duty off-highway construction equipment may be made without regard to provisions of article.

Article 3 Section 41-16-53

Letting of contracts without public advertisement authorized in case of emergencies affecting public health, safety, etc.

Article 3 Section 41-16-54

Advertisement for and solicitation of bids; bids to be sealed; opening of bids; bids, etc., to be retained and to be open to public inspection; when purchases or contracts may be made in open market; contracts not to be split to avoid requirements of article; certain partial contracts declared void.

Article 3 Section 41-16-55

Effect of agreements or collusion among bidders in restraint of competition; knowing participation in collusive agreement.

Article 3 Section 41-16-56

Effect of advance disclosure of terms of bid.

Article 3 Section 41-16-57

Awarding of contracts generally; preference to be given to Alabama commodities, firms, etc., in contracts for purchase of personal property or contractual services; rejection of bids; records as to awarding of contract to be open to public inspection; maximum duration of contracts for purchase of personal property or contractual services.

Article 3 Section 41-16-58

Bond for faithful performance of contract may be required.

Article 3 Section 41-16-59

Assignment of contracts.

Article 3 Section 41-16-60

Conflicts of interest of members or officers of governing bodies or instrumentalities of counties, municipalities and certain state and local institutions generally; making of purchases or awarding of contracts in violation of article.

Article 3 Section 41-16-61

Institution of actions to enjoin execution of contracts entered into in violation of article.

Article 3 Section 41-16-62

Provisions of article not applicable to certain municipal contracts.

Article 3 Section 41-16-63

Provisions of article cumulative.

FORMS/ATTACHMENTS/EXHIBITS

1. Baldwin County Supply Requisition

RELATED POLICIES

POLICY #8.12 - Processing Voucher Payments

BALDWIN COUNTY SUPPLY REQUISITION

DEPARTMENT INFORMATION

DATE _____
 DEPT _____
 SHIP TO _____

BID / QUOTE INFO _____

VENDOR INFORMATION

NAME _____
 ADDRESS _____
 PHONE _____
 FAX _____

LINE #	COST CENTER	QTY	U/M		PRODUCT NUMBER AND DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
*****	*****	*****	*****	*****	REQUISITION TOTAL	*****	\$0.00

REQUESTED BY: _____

APPROVED BY: _____

EMPLOYEE NUMBER: _____

PURCHASE ORDER # _____