

on a particular product, all departments must use that agreement for its duration in obtaining that product.

8.12 Georgia Local Government Public Works Construction Law Process

- a) Chapter 91 of Title 36 of the Official Code of Georgia Annotated, or as subsequently amended, requires counties that engage in the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by Article 3 of Chapter 4 of Title 32 of the OCGA (see Georgia County Road Projects below) in which the value of said work is \$100,000 or more, to use the competitive sealed bid or competitive sealed proposal processes set out in these statutory provisions, unless the proposed work qualifies for one of the limited exceptions. This statute does not apply to the routine operation, repair, or maintenance of existing structures, buildings, or real property, or any energy savings performance contract or any improvements or installations performed as part of an energy savings performance contract.
- b) The preferred construction delivery method for these projects is the competitive sealed bid method. No other method allowed by state law shall be used unless expressly approved by the Board of Commissioners. No project requiring a contract under this method shall begin the design phase without the express approval of the County Manager or his/her designee, even if it has been included in the annual capital budget, so that its methods of financing, design, advertisement, and award have been thoroughly reviewed.
- c) Notwithstanding any other provision of this policy, written quotes may be obtained in lieu of sealed bids for any public works project valued at less than \$100,000 that would otherwise be subject to the competitive bid process required by state law.

8.13 Georgia County Road Projects

- a) Road projects (construction, reconstruction, or maintenance) valued at \$200,000 or more that require a contract must use the competitive bid process set out in Article 3 of Chapter 4 of Title 32 of the Official Code of Georgia Annotated, or as subsequently amended, unless the proposed work qualifies for one of the limited exceptions.
- b) No project requiring a contract under this method shall begin the construction phase without the express approval of the County Manager or his/her designee, even if it has been included in the annual capital budget, so that its methods of financing, design, advertisement, and award have been thoroughly reviewed.
- c) Notwithstanding any other provision of this policy, written quotes may be obtained in lieu of sealed bids for any road project valued at less than \$200,000 that would otherwise be subject to the competitive bid process required by state law.

8.14 Sole Source Purchases

The County Manager or his/her designee is authorized to designate a sole source for any item or service under \$15,000 in value which, due to special scientific, technological, or extraordinary specifications or circumstances, should be purchased from only one vendor. Any sole source purchase that is \$15,000 or more in value must be approved by the Board of Commissioners. Any department wishing to make a sole source purchase must furnish the Purchasing Manager (who will then refer it to the County Manager) with a written request which fully explains why it is essential to do so. The County Manager shall make the decision or schedule it for action by the Board of Commissioners, depending on the estimated cost.

8.15 Emergency Purchases

The County Manager is authorized to waive any or all bidding requirements for the purchase of necessary goods or services whenever an emergency condition exists which presents a threat to the safety, health or welfare of the citizens of the County and whenever such requirements would cause undue delay in the delivery of essential services under such conditions. Any emergency purchases must be reported to the Board of Commissioners at the next regular meeting of the Board of Commissioners. Any department wishing to make an emergency purchase must furnish the Purchasing Manager (who will then refer it to the County Manager) with a written or verbal request which fully explains why it is essential to do so. In the absence of the County Manager, the approval of the Chairman of the Board of Commissioners or the County Manager's designee can be substituted.

8.16 Professional and Other Technical Services

Although professional services are not required to be competitively procured, when determined to be in the best interest of Bulloch County, requests for proposals may be issued for professional services. Negotiated contracts for professional services can be used when a formal Bid or RFP was not completed and this exception is typically (though not exclusively) utilized when additional services are needed on an existing contract or when recurring services are needed and a relationship has been established with an existing vendor and cost associated with changing vendors may be more than savings achieved through the purchasing process. A professional service is one that typically requires a specialized degree in higher education and/or a license to practice the profession sanctioned by the state and/or a governing organization. For purposes of this policy, professional services are defined as and limited to services provided by the following professions: lawyers; certified public accountants; architects; engineers; land surveyors; physicians or other medical professionals; veterinarians; funeral directors; and consultants in specialized areas.

8.17 Real Property Acquisitions

- a) The acquisition of any interest in real property, including but not limited to easements, leases, other limited property rights, and fee simple ownership may be negotiated on behalf of the County by the County Attorney and the County Manager, but must be approved by action of the Board of Commissioners.
- b) The Board of Commissioners is authorized to act as the agent to acquire property at any tax lien sale; and such property acquired thereby may by action of the Board of Commissioners be conveyed, sold, transferred, assigned, or given to a duly authorized Land Bank Authority established by Bulloch County or any of its municipalities pursuant to the statutory provisions of Article 4, Chapter 4 of Title 48 of the Official Code of Georgia Annotated, or as subsequently amended.
- c) Pursuant to Section 32-4-40 et. seq. of the Official Code of Georgia Annotated, or as subsequently amended, the County shall notify the Georgia Department of Transportation of any roads either added or abandoned from the county road system.

8.18 Cooperative Purchases

The County Manager may authorize the Purchasing Manager or participating departments to enter into cooperative purchasing agreements with other units of government when it would be in the best interest of the County.

8.19 Federal and State Purchases

Whenever any goods or services are available to the County through a contract with the federal or state government, and when such items or services meet the requirements of a using department,