

## **PURCHASING DIVISION**

- Provides centralized purchasing support for the Sumter County Board of County Commissioners (BOCC) as well as elected officials and outside state/local agencies
- Maintains the BOCC adopted Centralized Purchasing Policy and compliance with state and federal laws
- Performs vendor oversight to make sure that all vendors doing business with Sumter County are current with their E-verify, Certificates of Insurance, as well as any additional contract requirements, and verification that vendors are not listed on the Florida Department of Management Services Convicted Vendor List

# Areas of Responsibility

- **Standard Procurement of Goods/Services:** Responsible for all procurement of goods/services through quotes, contracts, or competitive negotiation waivers
- **Formal Solicitations:** Procuring goods/services over \$25,000 unless there is a State of Florida contract in place or the procurement falls under the Competitive Negotiation Waiver Exemption
- **Purchasing cards and Fuel cards:** Manages the use of and oversight of purchasing card and the WEX fuel card program
- **Countywide and Fire Services/Animal Services Couriers:** Daily courier (documents/supplies) services across Sumter County using contracted staff for this function
- **Inventory Management:** Oversight for all inventory purchased including warehouse and tracking including medical equipment, supplies, and pharmaceuticals that are purchased for Fire/EMS Services and Animal Services

# Areas of Responsibility

- **Sumter County Sign Shop:** Signs that are created in the shop include various road signs, miscellaneous building signs and other specialty signs. The County's Sign Shop also serves (on a special request-reimbursable basis) other municipalities and constitutional officers within the County
- **Travel:** Manages all travel reservations and travel reimbursements for the County
- **Consolidated Copier Services:** Manages the copier services contract that serves the BOCC as well as the Sheriff's Office, Tax Collector, and Supervisor of Elections
- **Communication Device Services:** Manages the Verizon and AT&T services contract that serves the BOCC as well as the Tax Collector and Supervisor of Elections

# Next Steps

- **Accreditation**
- **Relocate to current SOE building when the new SOE facility is completed**