

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM	
Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	11/01/2016
Placement of Item on the Agenda:	CONSENT AGENDA: - BUDGET/PURCHASING
Item Status:	New
Submitted By:	Wanda Gautney
From:	Wanda Gautney
ITEM TITLE	
Revision of Policy #3.7 - Baldwin County Purchasing Policies	
STAFF RECOMMENDATION	
<p>Approve the revision of the Baldwin County Commission Policy #3.7 – <i>Purchasing Policies</i> and incorporate said policy into the Baldwin County Policies and Procedures Book.</p> <p>The updated policy is revising the procedural requirements stated in the Alabama Law.</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	Yes
Date(s) of Previous Commission Action:	See Below
<p>Staff is requesting that the Commission approve the revisions to the Purchasing Policies that will bring the policies into compliance with the Alabama Law relating to procedural requirements of County employees on direct compensation from any outside source. The changes are reflected on pages 1, 2, and 10 of the Purchasing Policies. Baldwin County Purchasing Policies attached.</p>	
<u>PREVIOUS COMMISSION ACTION:</u>	
<u>October 19, 1999:</u> Adopted the Baldwin County Purchasing Policies.	
<u>March 10, 2001:</u> Adopted the revised Baldwin County Purchasing Policies.	
<u>May 11, 2004:</u> Adopted the revised Baldwin County Purchasing Policies which reflects inclusion of an exception under Chapter 4, Procedures for Sealed Bids, 9.	
<u>February 19, 2008:</u> Adopted an amended and updated Baldwin County Policies and Procedures book,	

which will supersede prior associated policies adopted by the Baldwin County Commission.	
FINANCIAL IMPACT	
Does the recommendation have a financial impact?	No
LEGAL IMPACT	
Are there any legal documents required to be executed if this recommendation is approved?	No
ADVERTISING REQUIREMENTS	
Is advertising required for this recommendation?	No
CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
Which Commission policy is applicable to this recommendation?	BC Purchasing Policies
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	No
IMPLEMENTATION	
Is implementation for this item time sensitive?	No
Department(s)/Individual(s) responsible for follow up activities and specific actions required:	Anu Gary/Records Manager - Update BC Policies and Procedures Book
ATTACHMENTS	
1. Revised Policy 3.7 - BCC Purchasing Policies.doc 2. Attachment 1 to Policy 3.7 - Baldwin Co Supply Requisition.pdf	
APPROVALS	
Budget	
Personnel	
Administration	Anu Gary 10/25/2016 11:39:27 AM
Chairman and County Administrator	Chris Elliott 10/26/2016 6:45:33 PM