

Spencer County, Kentucky
Ordinance No. ____
Fiscal Year 2023 Series

An Ordinance to Amend the Spencer County Fiscal Court Administrative Code

Whereas, Kentucky Revised Statute Chapter 68, was created for the purpose of creating a sound and efficient administration of county government; and

Whereas, on December 17, 2018 the Fiscal Court of Spencer County, Kentucky adopted the Spencer County Administrative Code, as Ordinance No. 3 (2019 Series) pursuant to and as required by KRS Chapter 68; and

Whereas, the Fiscal Court has determined it necessary to amend the Code to reflect changes in procurement.

Now Therefore Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky that:

Section One: Chapter 6 Procurement, is hereby replaced in its entirety, with the following additions:

1. Add **Section I: PROCUREMENT**

1. The County Judge/Executive or his/her designee: shall be responsible for the performance and administration or procurement function for county government, as set forth in KRS 424.260 and requirements established by the State Local Finance Officer.
 - A. Any purchase exceeding **\$3,000** shall first receive fiscal court approval.
 - B. Any purchase of less than **\$3,000** shall be deemed a small purchase.
 - C. Small purchases shall be made in the open market. Every effort should be made to get the lowest and best price and to share the business among responsible vendors. Quotes are to be taken for most small purchases.
 - D. For all purchases, the Judge/Executive will prepare a three-part purchase order. Copies of the purchase order will be distributed as follows: one for the vendor, one for the agency requesting the items, and one for the Judge/Executive treasurer.

Section II: SEALED BIDDING PROCEDURES

1. Sealed bidding procedures shall be followed under the circumstances, conditions, and in the manner as set forth in KRS 424.260.
2. The agency, department, official, or person requiring a contract or purchase from county funds not covered by small purchase procedures shall submit to the Judge/Executive a written request containing specifications, quantities, and delivery desired.
3. The Judge/Executive shall report the request to the Fiscal Court with a statement of need, the approximate cost and whether the expenditure is provided for in the budget.

4. The Fiscal Court shall examine the request and approve or reject it. If the request is approved, the Fiscal Court shall set any evaluation factors to be considered in the bid selection. If any items to be purchased are on State Price Contract, the bid selection process is not necessary.
5. The Judge/Executive shall place an appropriate advertisement in the newspaper and shall open all bids publicly at the time and place stated in the advertisement
6. The Judge/Executive shall submit all responsive bids to the Fiscal Court shall select the lowest or lowest evaluated bid by a qualified bidder. The Judge/Executive shall notify the bidders of the award.
7. The Judge Executive shall sign a contract or issue a purchase order with the one receiving the award.
8. Cancellation of any invitation to bid upon a written determination that such action is in the best interest of the county.
9. Inspection of the place of business, any operation, and the examination of any financial information of any offeror engaged in the negotiated process with the county: and completion of an audit to be made of any contractor under a negotiated contract.

Section III: PROCEDURES FOR THE PREREQUISITE TO THE USE OF NEGOTIATED PROCUREMENT

1. Negotiated procedures may be used under the following circumstances:
 - A. An emergency exists and has so been declared and documented.
 - B. The contract is for professional services.
 - C. All bids received exceed the amount budgeted.

Given first wading and approval on _____

Given second reading and approval on _____

Scott Travis
Spencer County Judge Executive

Attest:

Lynn Hesselbrock
Spencer County Fiscal Court Clerk