



Spartanburg County

Procurement Division

P.O. Box 5666

Spartanburg, South Carolina 29304

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SUMMARY OF PROCUREMENT ORDINANCE

- Under \$999.99 requires a Requisition
- \$1,000.00 to \$4,999.99 requires a Requisition & two (2) competitive quotes
- \$5,000.00 to \$29,999.99 requires a Requisition & three (3) competitive quotes
- Over \$30,000.00 requires Sealed Bids
- All submitters of a Sealed Bid will be sent a *"Notification Of Intent to Award"* with the actual award being made 7 days later
- All purchases over \$50,000.00 or more must be approved by County Administrator
- Ability of County to utilize other government bidding processes to satisfy competitive bidding requirements
- Provides authority for Procurement Director to clarify and correct minor issues not affecting competitiveness of a solicitation without negating the entire bid process
- Provides bidders with a formal process for protesting solicitation and awards
- Provides standards for information to be included in solicitations for bids
- Additional means to advertise County solicitation, including use of County website
- Use of GSA contract pricing
- Establishes a process for approving *"Change Orders"* to construction contracts by requiring any cost change of less than \$25,000.00 to be jointly approved by the Department Head and Director of Administrative Services, and any change in excess of \$25,000.00 to also require County Administrator approval
- **COUNTY ADMINISTRATOR AND/OR THEIR DESIGNEE ARE ONLY ONES THAT HAVE AUTHORITY TO SIGN ANY COUNTY CONTRACTS**