

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF AMENDING)
THE LANCASTER COUNTY)
PURCHASING MANUAL) RESOLUTION NO. R-19-0019

WHEREAS, the purpose of the County Purchasing Act, Neb. Rev. Stat. §§ 23-3101 through 23-3115 (Reissue 2012), is to provide a uniform purchasing procedure for county purchases of equipment, supplies, other items of personal property, and services; and

WHEREAS, the Lancaster County Board of County Commissioners (“Board”) has previously established a policy to provide uniform purchasing procedures for Lancaster County (“County”); and

WHEREAS, the Board desires to amend the purchasing manual to update the County purchasing thresholds based on the statutory changes that have recently passed in the Legislature and the advice from the County Purchasing Agent, as provided in Attachment “A”; and

NOW, THEREFORE, BE IT RESOLVED, by the County Board, that it hereby amends the Lancaster County Purchasing Manual as follows:

1. To allow purchases of equipment, supplies, other items of personal property, and services in the open market by departments for one-time purchases if the estimated value of the purchase is less than \$10,000 and the item to be purchased is not already under contract.
2. To require the Purchasing Department to acquire informal bids/quotes using the Ebid system on all purchases of equipment, supplies, other items of personal property, and services when the estimated value of the purchase is equal to or exceeds \$10,000 but is less than \$50,000.
3. To require the Purchasing Department to acquire competitive sealed bids using the Ebid system on all purchases of equipment, supplies, other items of personal property, and services if the estimated value of the purchase is \$50,000 or more.

4. To require that only purchases in amounts equal to or greater than \$50,000 must receive a majority vote of approval from the Board prior to the contract or purchase order being drawn by the Purchasing Department.

AND BE IT FURTHER RESOLVED, that the foregoing policy shall be effective as of March 12, 2019, and that upon approval of this Resolution, Lancaster County Resolution R-19-0015 is hereby rescinded, and this Resolution shall supersede any previously existing County resolutions on the same subject matter.

DATED this ____ day of _____, 20____, at the County-City Building, Lincoln, Lancaster County, Nebraska.

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

APPROVED AS TO FORM
this ____ day of _____, 20____.

Deputy County Attorney
for PAT CONDON
Lancaster County Attorney

Memo

10:30 Thursday

To: Lancaster County Commissioners

From: Bob Walla *BW*

cc: Kerry Eagan and Ann Ames

Date: January 30, 2019

Re: Lancaster County Purchasing Threshold

The State Legislature approved an amendment to the County Purchasing Act, Section 23-3108. The amendment changes the purchasing thresholds for all counties in the State of Nebraska.

The amended changes are as follows:

(1) Except as provided in section 23-3109, purchases of personal property or services by the County Board or Purchasing Agent shall be made:

(a) Through the competitive sealed bidding process prescribed in section 23-3111 if the estimated value of the purchase is fifty thousand dollars or more;

(b) By securing and recording at least three informal bids, if practicable, if the estimated value of the purchase is equal to or exceeds ten thousand dollars, but is less than fifty thousand dollars; or

(c) By purchasing in the open market if the estimated value of the purchase is less than ten thousand dollars, subject to section 23-3112.

Based on the amendment of the County Purchasing Act, I recommend Lancaster County adopt the amended thresholds as the basis for County procurement functions beginning March 1, 2019.

The specific language proposed for Lancaster County Procurement Functions effective March 1, 2019 would be as follows:

Formal Bids - \$50,000.00 and Up
 Informal Bids (Purchasing Dept Generated Quotes) - \$10,001 - \$49,999.00
 County Departmental Purchases - \$0 - \$10,000.00

Note: When a commodity or service is already under contract, departments must purchase from said contract regardless of the dollar value.

Note: Under no circumstances shall orders by departments or agencies be split into smaller order to avoid a quote or bid being processed by the Purchasing Department.

The Lancaster County Board currently requires a recommendation of approval for purchases and contracts over the formal bid threshold of \$20,000.00. The Board may determine if this policy remains in place following the implementation of the new thresholds, or if the recommendation approval will be necessary for purchases and contracts over the proposed new threshold of \$50,000.00.

This recommendation is being made due to the advantages for Lancaster County. Expediting purchases for smaller dollar amounts and focusing on finding efficiencies and cost savings in larger purchases will save money and time for its employees and the public.

If there are any questions regarding this recommendation, please contact me at rwalla@lincoln.ne.gov or call 441-8309. Thank you.

Bob Walla
 County Purchasing Agent

23-3108. Purchases; how made.

(1) Except as provided in section 23-3109, purchases of personal property or services by the county board or purchasing agent shall be made:

(a) Through the competitive sealed bidding process prescribed in section 23-3111 if the estimated value of the purchase is fifty thousand dollars or more;

(b) By securing and recording at least three informal bids, if practicable, if the estimated value of the purchase is equal to or exceeds ten thousand dollars, but is less than fifty thousand dollars; or

(c) By purchasing in the open market if the estimated value of the purchase is less than ten thousand dollars, subject to section 23-3112. In any county having a population of less than one hundred thousand inhabitants and in which the county board has not appointed a purchasing agent pursuant to section 23-3105, all elected officials are hereby authorized to make purchases with an estimated value less than ten thousand dollars.

(2) In no case shall a purchase made pursuant to subdivision (1)(a), (b), or (c) of this section be divided to produce several purchases which are of an estimated value below that established in the relevant subdivision.

(3) All contracts and leases shall be approved as to form by the county attorney, and a copy of each long-term contract or lease shall be filed with the county clerk.

Source: Laws 1985, LB 393, § 8; Laws 1987, LB 55, § 1; Laws 2003, LB 41, § 3; Laws 2018, LB1098, § 1.

Effective Date: July 19, 2018