

VAN BUREN COUNTY QUORUM COURT

ORDINANCE NO. 2012-9

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE REQUIRING THREE QUOTES AND/OR ESTIMATES FOR PURCHASES OF GOODS OR SERVICES TOTALING \$5,000.00 TO \$19,999.99.

WHEREAS: There is a need to monitor expenses more closely to insure integrity of the annual operating budget; and

WHEREAS: Bidding is required for purchases of \$20,000.00 and up; and

WHEREAS: Obtaining quotes and/or estimates is a best practice being voluntarily used in some departments within the county.

THEREFORE, BE IT ORDAINED:

1. Goods or services shall be defined as any purchase of product whether tangible or intangible.
2. That three written estimates and/or quotes shall be provided with the invoice of any purchase totaling \$5,000.00 to \$19,999.99 before that invoice will be paid.
3. In the event that three estimates and/or quotes are not available for the service rendered or product purchased, a signed letter from the department head shall be presented with the invoice stating the unavailability.
4. Department heads are responsible for choosing which estimate and/or quote to use.
5. Repairs and/or replacements of items covered under any type of warranty shall be exempt from the accumulation of estimates and/or quotes.
6. Items purchased through a state contract shall be exempt from the accumulation of additional quotes and/or estimates.
7. In the event of an emergency, the department head may abandon the accumulation of estimates and/or quotes until the situation is no longer deemed an emergency. A written letter signed by the department head shall accompany the invoice stating the details of the emergency.

APPROVED THIS

May 17, 2012

APPROVED:

Roger W. Hooper
Roger Hooper, County Judge

ATTEST:

Ester Bass
Ester Bass, County Clerk