

**Procurement Manual Revisions - Version 13**

<b>UPDATES TO PREVIOUS VERSION</b>		
<b>Chapter Number</b>	<b>Paragraph Number</b>	<b>Description</b>
Cover Page	-	Changed the "Revised" date and "Version" # on the Coversheet
Intro Letter		Removed
Table of Contents	-	Updated Table of Contents
Table of Revisions	-	Updated Table of Revisions and added hyperlinks to revision pages
1	-	Changed heading to read "Introduction, Responsibilities and Functions..."
1	1.0	Deleted "Duties & Responsibilities" from the heading
1	1.0	Changed last sentence to "...responsibilities and functions of the ...."
1	1.0.1	Changed to "Use of Terms..."
1	1.1.7	Deleted "1.1.7 Bidder List and Files"
1	1.1.8	Deleted "Disposal of Surplus & Obsolete Property" section
2	2.1.0.A	Changed \$5,000 to \$10,000
3	3.2.1.A	Added "signed" after "...submit the appropriate"
3	3.3.1.A	Removed "...and Bidder's List."
3	3.3.1.C	Changed to "...Notice through Onvia DemandStar..."
3	3.3.2.A.II	Changed to "...provided through Onvia DemandStar..."
3	3.3.2.D	Removed "...and, if time permits, on its website."
3	3.3.4.E.III	Changed to "...Addendum through Onvia DemandStar..."
3	3.3.6.D.I	Changed to "...the Addendum through Onvia DemandStar. Vendors that ..."
3	3.3.6.D.III	Changed to "...available through Onvia DemandStar.."
3	3.3.6.E	Changed to "...Services, Onvia DemandStar..."
3	3.4.1.B.I	Changed to "See Chapter 4"
3	3.4.1.B.II.i.iv	Added last sentence "Written quotes..."
3	3.4.8.B	Changed to "Board Resolution R11-020:"
4	4.0.A	Changed to "Small purchases up to \$10,000..."
4	4.1.0.B	Changed to "...not exceeding \$10,000..."
4	4.2.3	Removed "Note: The term MOW ..."
4	4.2.3.H	Removed "Manager of WORKS (MOW)"
4	4.2.4.E	Removed "MOW"
4	4.3.0.B	Deleted "in the amounts of \$5,000 to \$10,000 per day (except as otherwise approved)"

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4	4.3.3.B	Removed reference to requiring approval of the County Administrator
4	4.3.6.B	Changed to "...(see Exhibit 1, form 610)"
4	4.3.6.D	Changed to "...Official will be emailed..."
4	4.3.7.G	Changed to "...not to exceed \$10,000..."
4	4.3.7.H	Changed to "Quotes should be ....."
4	4.3.7.I	Added "Requirements for Purchases exceeding \$5,000"
4	4.3.7	Remove reference to Recurring Purchases (G)
4	4.3.11.E.I	Removed reference to Exhibit 7, form 676
4	4.5.0 A-C	Updated language for weekly electronic submission
4	4.5.2 A-G	Updated language for weekly electronic submission
4	4.5.3	Changed BOCC Accounting to County Finance
4	Exhibit 1	Updated PCard Program New Request
4	Exhibit 2	Updated PCard Program Change Request
4	Exhibit 6	Updated Temporary Travel Enhancement Form
4	-	Deleted form 626, Waiver of Training and form 676, Card Reconsideration Request
4	Dictionary	Removed definition for Daily Limit and updated Cycle and Cycle End
4	Dictionary	Removed reference to Manager of WORKS (MOW) and Note for Sweep Transaction and changed Single Transaction Limit to \$10,000
4	Dictionary	Removed definition for MOW
7	7.1.G	Added "exceeding the DPO limit" to the first sentence
7	7.1.K	Added "with the exception of release orders and DPOs," and changed to BOCC
9	-	Changed title to "Fraudulent Misconduct and Ethical Procurement Standards"
9	9.0	Added A - D
9	9.0.B	Changed to "(see 9.2.0 below)"
9	9.0	Changed last sentence to "(see 9.2.1 below)"
9	9.1	Added "Fraudulent Misconduct"
9	9.2	Changed title to "Ethical Procurement Standards"
9	9.2.0	Added "Hillsborough County Statement of Ethics"
9	9.2.0.A	Added "Statement of Ethics"

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9	9.2.0.B - F	Renumbered from 9.1.0 - 9.1.4
9	9.2.1	Renumbered from 9.2
10	-	Changed chapter title to "Vendor/Bidder Relations, ....."
10	10.0	1st sentence, changed "Bidders" to "Vendors"
10	10.1	Changed title to "Vendor" Registration
10	10.1	Deleted A-C and added "Hillsborough County ..."
10	10.3.A	Changed to "... Bids/Proposals through Onvia DemandStar."
10	-	Deleted entire section "10.4 Delection of Bidders from Bidder List"
10	10.4.C	Changed to ..."addendum which, if issued, will be uploaded to Onvia DemandStar..."
10	10.5	Changed Bidders to Vendors
10	10.7	Changed to "All Bidders are required...."
10	10.10	Add section on Use of Hillsborough County for Marketing Prohibition
11	11.3.C	Changed to "Debarred bidders ..."
12	Title	Changed Chapter Title to "Cooperative Purchasing Programs"
12	12.0	Changed the Introduction
12		Removed "12.1 Types of Cooperative..."
12	12.0.0.C	Added procedues language from 12.2
12	12.0.C.VIII	Changed Bidder to Vendor
12	12.0.1.B	Added procedues language from 12.3
12	12.0.1.B.I	Added 2nd sentence from (II)
12	12.0.1.B.II & III	Added new II & III on Requesting Department Responsibilities
12	12.0.1.B.VII	Added "(except State Contracts)" and changed Board to BOCC
12	12.0.2-12.0.4	Renumbered 12.4 to 12.6
12	12.0.4	Added "Authorized" to the heading "Purchasing Cooperatives"
12	12.0.4	Changed to "The BOCC has authorized ..."
12	12.0.4.B	Changed Sheriff's Office to "Florida Sheriff's Association"
12	12.0.4.C	Spelled out"Western States Contracting Alliance (WSCA)
12	12.0.4	Added "Participation with a purchasing ..."
14	14.0	Added "Requesting" Department

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14	14.0	Deleted comma after vehicles
14	14.0	Deleted "Surplus items are ..."
14	14.0	Deleted A to D
14	14.1	Added "Requesting" Department
14	14.0.B.I	Added ", including:"
14	14.0.B.I.f	Added ", as required."
14	14.1.C.I	Added ":"
14	14.1.C.I	Changed end of sentence to ", including:"
14	14.1.C.I.b	Added "...that still have a usable life..." and Deleted "(subject to enterprise...);"
14	14.1.C.I	Added c - e
14	14.2.B	Deleted B - The Bid Opening ...
14	14.2	Added new A & B
14	14.2.C	Changed "shall issue the public notice..."
14	14.5	Added "Requesting Department..."
14	14.6	Changed title to "Employee Purchases of Surplus Property"
15	15.0	Changed Board to BOCC
15	15.1.0.A.III	Added "... (which may include Concessions):"
15	15.1.0.A.VI	Changed Board to BOCC
15	15.1.1.A.VI	Changed Board to BOCC
15	15.1.0.A.XIII	Added "Rehabilitation of Single Family Homes"
15	15.1.1.A.VIII	Added "compliance with Administrative Directive..."
15	15.1.2	Deleted "...After creating ...."
15	15.2	Changed Board to BOCC
15	15.2.D	Added "Intergovernmental procurements"
Appendeces	-	Removed "Appendix W: Non Procurement Contract Summary Doc Routing Form"
Appendeces	-	Renumbered Appendix X- AA
Appendeces	-	Added "Appendix BB" MS-16: Vendor References, Inquiries and Endorsements
Appendeces	-	Updated "Appendix A: Sole Source Procurement Request"
Dictionary	-	Deleted the definition of "Bidder"