



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

October 6, 1995

Suite 315

MEMORANDUM NO.: 6 (95-96)

TO: State Agency Purchasing Offices Addressed

FROM: George C. Banks, CPPO *W. M. Banks*
for Director, Division of Purchasing

SUBJECT: Section 287.056, Florida Statutes

Section 287.056(4), Florida Statutes, which states,

"(4) This section shall not apply to purchases
of information technology resources as
defined in S. 287.073"

has been deleted, effective June 9, 1995.

The Local Purchasing Source Report, Form PUR 7066 (Rev 10-95, copy attached), has been revised accordingly to reflect this deletion. The form now does apply to information technology resource procurement.

Should you have any questions regarding this, please contact Buddy Barker at (904)488-8131 or Suncom 278-8131.

GCB/hpb/jdf

Attachment

LOCAL PURCHASING SOURCE REPORT
FOR COMMODITIES/SERVICES NOT EXCEEDING
THE THRESHOLD AMOUNT FOR CATEGORY TWO

NOTES: Pursuant to Section 287.056, F.S., purchases that do not exceed Threshold Amount For Category Two may be made from a local purchasing source (a vendor with a principal place of business in Florida), if the purchase provides a cost savings to the State.

This report applies to each purchase and shall not exceed the Threshold Amount for Category Two. No purchase shall be divided or subdivided in order to circumvent these requirements.

Definition of a principal place of business:

While a vendor may be a citizen of many states, it can have its principal place of business in but one. To determine the principal place of business, the nature of the company and its primary activities, as well as the location of the following types of business activities must be considered: the headquarters; the administrative offices and main bank accounts; the major operations; the major holdings; the largest concentration of employees; the bulk of assets; the management of the day-to-day activities; the manufacture of the majority of products. Other factors, based on the nature of the vendor's business and purpose may be considered.

DEPARTMENT _____

DIVISION _____ **BUREAU** _____

MAILING ADDRESS _____

DIVISION OF PURCHASING CONTRACT NO. _____

COMMODITY NO. _____

DIVISION OF PURCHASING CONTRACT TITLE _____

DIVISION OF PURCHASING CONTRACT PURCHASE PRICE (UNIT PRICE \$ _____ X _____ UNITS) = \$ _____ (A)

DESCRIPTION OF ITEM/SERVICE PURCHASED FROM LOCAL PURCHASING SOURCE:

LOCAL PURCHASING SOURCE PURCHASE PRICE (UNIT PRICE \$ _____ X _____ UNITS) = \$ _____ (B)

DELIVERY COSTS\$ _____ (C)

ADMINISTRATIVE COSTS (provide details on back of this page).....\$ _____ (D)

TOTAL COST\$ _____ (E)

COST SAVINGS TO STATE (A MINUS E).....\$ _____

DATE OF PURCHASE _____ **PURCHASE ORDER #** _____

NAME OF VENDOR SUPPLYING COMMODITY/SERVICE AS A LOCAL PURCHASING SOURCE _____

FEID# _____

VENDOR'S COMPLETE ADDRESS FOR LOCATION OF PRINCIPAL PLACE OF BUSINESS IN FLORIDA: _____

SIGNATURE OF VENDOR CERTIFYING THE ABOVE LOCATION IS THEIR PRINCIPAL PLACE OF BUSINESS

Authorized Signature (Typed)

Authorized Signature (Manual)

I CERTIFY THAT THE SPECIFICATIONS, TERMS AND CONDITIONS FOR THE COMMODITY/CONTRACTUAL SERVICES MEET OR EXCEED ALL SPECIFICATIONS, TERMS AND CONDITIONS OF THE DIVISION OF PURCHASING CONTRACT AND WERE EVALUATED IN ACCORDANCE WITH THE EVALUATION AWARD PARAGRAPH OF THE APPLICABLE DIVISION OF PURCHASING CONTRACT:

AUTHORIZED SIGNATURE (TYPED) _____

AUTHORIZED SIGNATURE (MANUAL) _____

TELEPHONE NO. () ___ - ___ SUNCOM _____

DETAIL BELOW ALL ADMINISTRATIVE COSTS ASSOCIATED WITH NEGOTIATING, PREPARING AND EXECUTING THE PURCHASE OF THE COMMODITY/SERVICES:

<u>COST ITEMS (DESCRIBE)-ATTACH ADD. SHEETS IF NECESSARY:</u>	<u>AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

STAFF COSTS:

<u>EMPLOYEE NAME</u>	<u>POSITION #</u>	<u>HOURLY RATE</u>	<u>HOURS</u>		<u>\$</u>
_____	_____	_____ X _____	=		\$ _____
_____	_____	_____ X _____	=		\$ _____
_____	_____	_____ X _____	=		\$ _____

TOTAL ADMINISTRATIVE COSTS (ENTER ON LINE (D), REVERSE SIDE OF PAGE) \$ _____

DESCRIBE BELOW HOW IT WAS DETERMINED THAT THE SPECIFICATIONS, TERMS AND CONDITIONS FOR SUCH COMMODITY/SERVICES MEET OR EXCEED THE SPECIFICATIONS, TERMS AND CONDITIONS AND COSTS WERE DETERMINED BY USING THE EVALUATION AND AWARD CONDITION OF THE APPLICABLE DIVISION OF PURCHASING CONTRACT. ATTACH ADDITIONAL SHEETS AND OTHER DOCUMENTATION IF NECESSARY:

A COPY OF THIS FORM (FRONT AND BACK) WITH ALL APPLICABLE ATTACHMENTS, A COPY OF THE PURCHASE ORDER, AND THE INVOICE MUST BE SUBMITTED WITH THE VOUCHER TO THE COMPTROLLER IN SUPPORT OF THE PAYMENT REQUEST. A COPY ALSO MUST BE SIMULTANEOUSLY FILED WITH THE DIVISION OF PURCHASING, BUREAU OF PROCUREMENT.

A REPORT OF ANY COST SAVINGS TO THE STATE AS A RESULT OF LOCAL PURCHASING REALIZED DURING THE PREVIOUS FISCAL YEAR AND A LIST OF THE PURCHASE ORDER NUMBERS SHALL BE PROVIDED TO THE AUDITOR GENERAL BY AUGUST 31 OF EACH YEAR.

QUESTIONS CONCERNING THIS FORM SHOULD BE DIRECTED TO THE BUREAU OF PROCUREMENT AT 488-8131, SUNCOM 278-8131.