

**St. Francois County**  
1 West Liberty Street  
Farmington, Missouri 63640



**PURCHASING, PROCUREMENT AND  
SALVAGE POLICY**

Approved on October 1, 2019

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## ARTICLE 1 – GENERAL PROVISIONS

### Part A – Purpose

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the County of St. Francois, hereinafter referred to as the County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

This policy applies to contracts for the procurement of supplies and services entered into by the County. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations.

### Part B – Definitions

1. *Addendum*. An addition or supplement to a bid document.
2. *Administrative Authority*. Any Elected County Official or Department Head or a person designated by them to authorize procurement and the expenditure of County funds pursuant to this Policy.
3. *Amendment*. A revision or change to a contract document.
4. *Architect-Engineer and Land Surveying Services*. Professional services within the scope of the practice of architecture, professional engineering, or land surveying as defined by the laws of the State of Missouri Section 8.285 RSMo.
5. *Business*. Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
6. *Change Order*. A written order signed by the Administrative Authority of the contracting department, board, or agency directing the contractor to make changes to a contract, agreement, or purchase order.
7. *Confidential Information*. Any information which is available to an employee only because of the employee's status as an employee of the County and is not a matter of public knowledge or available to the public on request.
8. *Construction*. The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or property.
9. *Contract*. An agreement for the procurement or disposal of supplies, services or construction.
10. *Contractor*. Any person that has been issued a purchase order or certified contract with St. Francois County or an Administrative Authority thereof.

11. *Employee.* An individual drawing a salary or wages from the County, whether elected or not; any non-compensated individual performing personal services for the County or any department agency, commission, council, board, or any other entity established by the executive or legislative branch of the County; and any non-compensated individual serving as an elected official of the County.
12. *Exemption.* An action that is not part of ordinary operations or standards.
13. *Financial Interest.*
  - a. Ownership of any interest for involvement in any relationship from which, or as a result of which, a person within the past fiscal year has received, or is presently or in the future entitled to receive, more than \$1,000 per year, or its equivalent;
  - b. Ownership of 10% of any property or business; or
  - c. Holding a position in a business such as an officer, director, trustee, partner, employee, or the like, or holding any position of management.
14. *Gratuities.* Gratuities include any material good or services offered with the intent of, or providing the potential for, influencing the buying decision. As such, gratuities may not be offered to the purchaser, or to the other persons involved in purchasing decisions (or members of their immediate family).
15. *Immediate Family.* A spouse, children, parents, brothers, and sisters.
16. *Informal Bid.* An informal solicitation or request for information for purchases under \$6,000.00, where oral or written quotes are obtained from vendors without formal advertising or receipt of sealed bids.
17. *Invitation for Bid.* A formal invitation to prospective vendors soliciting bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions.
18. *Person.* Any business, individual, union, committee, club, other organization, or group of individuals.
19. *Procurement or Purchasing.* The buying, renting, leasing, or acquisition of any supplies or services. Includes all processes that pertain to the obtaining of any supply, or service, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.
20. *Public Agency.* A public entity subject to or created by the County.
21. *Request for Proposal (RFP).* All documents, whether attached or incorporated by reference, utilized for soliciting proposals. A bid solicitation method used for requirements exceeding authorized limits when it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirements, or other factors will be considered in the selection of the contractor in addition to price, or only one source is being solicited. RFPs shall include, but are not limited to:

- a. Business Information – Basic information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners and professional employees.
- b. Registration and Licensing – Evidence of professional registration or licensing with the state of Missouri and, in the case of business entities which must be registered with the Secretary of State, current copies of registration and statements of good standing.
- c. Subcontractors – A listing of sub-consultants or subcontractors normally retained by Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of subcontractors should be included when appropriate.
- d. Insurance – Evidence of Insurance coverage and amounts carried by the Consultant as required by the general provider of professional services or manager of the project.
- e. Proposal – Proposal for doing the work, including description of included and excluded services, in accordance with the criteria established for the professional service.
- f. Brand Name or Equal Specification – Minimum requirements and specifications are for use in establishing general performance and quality levels and are not meant to limit or restrict bidding. Unless instructed otherwise by the County Commission, bidders may offer any manufacturer’s equipment which meets or exceeds the minimum requirements. Brand Name Specification may be used only when the County Commission determines that only the identified brand name item or items satisfy County needs.
- g. Discrimination – A statement prohibiting discrimination based on race, religion, sex, or national origin.

22. *Request for Qualifications (RFQ)*. All documents, whether attached or incorporated by reference, utilized for soliciting qualifications. Used as a screening step to establish a pool of vendors (businesses or individuals) to provide a product or service that are then qualified, and thus eligible to submit responses to a Request for Proposal (RFP). RFQs shall include, but are not limited to all items in an RFP, except price proposals.

23. *Responsive Bidder*. A person who has submitted a bid from which conforms in all material respects to the requirements set forth in the invitation for bids.

24. *Services*. The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

25. *Specification*. Any description of the physical or functional characteristics or of the nature of a supply or service. It may include a description of any requirement for inspecting, testing, or preparing a supply, or service for delivery.

26. *Supplies*. Materials, equipment, contractual services, and shall be held and constructed to include every article or thing, excluding utility services for which payment may by law be required to be made by the County. The term “purchase” includes the rental or leasing of any equipment, articles, or things.

### **Part C – Public Access to Records**

Sections 610.101, 610.023, 610.024, 610.026 RSMo. Unless otherwise provided by law, records of a public governmental body are open and available to the public for inspection and copying. The County may charge up to 10 cents per page for standard copies and the actual cost of the copy for larger

specialized documents (such as maps, photos, and graphics). The County may also charge a reasonable fee (\$11.00 per hour, minimum \$11.00 charge) for the time necessary to search for and copy public records.

## **ARTICLE 2 – PURCHASING**

### **Part A – Methods of Purchasing**

1. *Annual Bid.* It shall be the duty of the Commissioners on or before the first day of February of each year to estimate the kind and quality of supplies, including any advertising or printing which the County may be required to do, required by law to be paid for out of County funds, which will be necessary for the use of the several offices for the following year, and to advertise for sealed bids and contract with the lowest and best bidder for such supplies. Before letting any such contract or contracts, the Commission shall cause notice that it will receive sealed bids for such supplies to be given by advertisement in some newspaper of general circulation published in the County, such notice to be published once per week for three consecutive weeks, the last insertion of which shall not be less than ten days before the date in said advertisement fixed for the letting of such contract or contracts, which shall be let on the first Monday in March, or on such other day and date as the Commission may fix between the first Monday of March and the first Saturday after the second Monday in March next following the publication of such notice. (RSMo 50.760)
2. *Competitive Bid.* All contracts and purchases shall be let to the lowest and best bidder after due opportunity for competition, including advertising the proposed letting in a newspaper in the County or township with a circulation of at least five hundred copies per issue, if there is one. All bids for any contract or purchase may be rejected and new bids advertised for. (RSMo 50.660) Expenditures six thousand dollars and greater shall require a competitive bid. All competitive bids shall require a RFP or RFQ. Bids shall be sealed and are to be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The County Commission shall approve the solicitation of bids prior to advertisement.

Construction projects are a form of competitive bid. In addition to the requirements of the standard RFP, construction project RFPs shall include, but are not limited to:

- a. Bid Bonds – All bids or proposals for construction contracts in excess of one-hundred thousand dollars (\$100,000) shall be accompanied by a bid bond from a surety company selected by the bidder which is legally authorized to do business in the State of Missouri, as a guarantee that if the contract is awarded to such bidder, the bidder will enter into the contract for the work mentioned in the bid. The amount of the bid bond shall not exceed five percent (5%) of the amount bid.
- b. Performance and Payment Bonds – Upon the award of any public construction contract exceeding twenty-five thousand (\$25,000) awarded to any contractor, such prime contractor shall furnish to the County the following bonds:
  - i. A performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications and conditions of the contract.
  - ii. A payment bond in the sum of the contract amount. Such bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any

subcontractors, in the prosecution of the role provided for in such contract, shall be conditioned upon the prompt payment for all such materials furnished or labor supplied or performed in the prosecution of the work. "Labor and materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site.

1. Each of such bonds shall be executed by one or more surety companies selected by the contract, which are legally authorized to do business in the State of Missouri.
  2. Such bonds shall be payable to St. Francois County.
  3. Each of the bonds shall be filed with the County Clerk.
- c. Prevailing Wage – A statement prohibiting the pay of wages less than the prevailing wage for the type of work performed when deemed a prevailing wage project by the Missouri Department of Labor.
  - d. Understanding – A statement by the bidder that the plans and specifications are understood by the bidder.
  - e. Affidavit of Work – A completed Affidavit of Work Authorization form.
  - f. Affidavit of OSHA Safety Training Form – A completed Affidavit of OSHA Safety Training Form
  - g. Retainage – A retainage amount may be withheld from certain contract payments until such time as the contract has been satisfactorily completed.

Construction contracts and change orders shall require approval by the County Commission in public session and documented in the meeting minutes.

3. *Informal Bid.* An informal solicitation or request for information for purchases under \$6,000.00, where oral or written quotes are obtained from vendors without formal advertising or receipt of sealed bids. Purchases less than \$500.00 shall not require oral or written quotes.
4. *State Contract/Cooperative Procurement.* Missouri statutes authorized political subdivisions to use the services of the Missouri Division of Purchasing. The Division of Purchasing has instituted this statute by allowing eligible political subdivisions the ability to place orders against certain statewide contracts. (RSMo 67.360) Commission approval in public session shall be required if the expenditure is greater than six thousand dollars. (\$6,000).
5. *Sole Source Provider.* The County Commission may waive the requirement of competitive bids or proposals for supplies when the Commission has determined in writing and entered into the Commission minutes that there is only a single feasible source for the supplies. Immediately upon discovering that other feasible sources exist, the Commission shall rescind the waiver and proceed to procure the supplies through the competitive processes as described in this chapter. A single feasible source exists when:
  - a. Supplies are propriety and only available from the manufacturer or a single distributor; or
  - b. Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or
  - c. Supplies are available at a discount from a single distributor for a limited period of time.

On any single feasible source purchase when the estimated expenditure is six thousand dollars or

over, the Commission shall advertise the Commission's intent to make such purchase in at least one daily and one weekly newspaper of general circulation in such places as are most likely to reach prospective bidders or offerors and may provide such information through an electronic medium available to the general public at least ten days before the contract is to be let. (RSMo 50.783)

6. *Professional Service.* Work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, medicine, optometry, pharmacy, professional engineering, real estate appraisal, and software, or as subsequently defined by the County Commission. A Request for Proposal (RFP) or Request for Qualifications (RFQ) shall be required for all professional services. Professional services are exempt from Competitive bidding procedures unless otherwise stated by the County Commission. All professional services shall be approved in a public session by the County Commission and documented in the meeting minutes.
7. *Emergency.* The County Commission may waive the requirement of competitive bids or proposals for supplies when the Commission has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to property in order to protect against further loss of, or damage to, property, to prevent or minimize serious disruption in services or to ensure the integrity of records. Emergency procurements shall be made with as much competition as practicable under the circumstances. (RSMo 34.045)

#### **Insurance.**

Insurance policies purchased by a County as part of the compensation of Officials or employees must be competitively bid and awarded to the lowest and best bidder at least every three (3) years. (RSMo 67.150). Insurance policies purchased for the County must be competitively bid and awarded to the lowest and best bidder at least every six (6) years. (RSMo 376.696). Note the renewal of an insurance policy during a period between submission of the contract to competitive bidding does not count as a separate and distinct contract.

#### **Multiple Source Award.**

- a. *General.* A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror.
- b. *Limitations on Use.* A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service, or product compatibility. Any multiple source award shall be made in accordance with the provisions of Competitive Bidding, Annual Bidding, or Emergency Procurements, as applicable. Multiple source awards shall not be made when a single award will meet the County's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the valid requirements.
- c. *Contract and Solicitation Provisions.* All eligible users of the contract shall be named in the solicitation, and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided that:



- a. The County shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or amount specified in the contract; and
  - b. The County shall reserve the right to take bids separately if the County Commission approves a finding that the supply or service available under the contract will not meet a non-recurring special need of the County.
- d. *Intent to Use.* If a multiple source award is anticipated prior to issuing a solicitation, the County shall reserve the right to make such an award and the criteria for award shall be stated in the solicitation.

### **Part B – Purchasing Process**

The electronic requisition process in the Tyler Software is designed to assist the using departments to initiate the purchasing process. The requesting department shall prepare the electronic requisition in order to request items to be purchased. The method of purchasing shall be included in the requisition. The Officeholder, or the administrative authority, will then approve the requisition. The electronic requisition will then be submitted to the Auditor's office for approval that an unencumbered balance is available along with the purchase being in compliance of state statute and County policies. The electronic requisition will then be submitted to the County Commission office. One Commissioner and the Presiding Commissioner, for a two-thirds approval, will approve the requisition for the specified department to purchase said supplies. Once the requisition is approved, the department will purchase said supplies and submit the invoice to the Auditor's office for review. The purchase order will be issued and the invoice receipted into the purchase order. The purchase order will then be processed for payment. Documentation required at each level of purchasing:

- 1. *Annual Bid.* Responsive bidder documents or meeting minutes (submit once); and itemized invoice/receipt.
- 2. *Competitive Bid.* RFP, Responsive bidder documents, construction contract (when applicable, submit once) and itemized invoice/receipt.
- 3. *Informal Bid.* No fewer than three (3) valid written documented quotes and itemized invoice/receipt. Quotes are not required if the purchase is purchase is less than \$500.00.
- 4. *State Contract/Cooperative Procurement.* Application/Approved application for cooperative purchasing (when applicable, submit once), State Contract number listed on the requisition, and itemized invoice/receipt.
- 5. *Sole Source Provider.* Waiver of competitive bids or proposals signed by the County Commission or meeting minutes stating the same, sole source letter from the vendor, and itemized invoice/receipt.
- 6. *Professional Services.* RFP or RFQ (submit once), County Commission approval/meeting minutes (submit once), and itemized invoice/receipt.
- 7. *Emergency.* Waiver of competitive bids or proposals signed by the County Commission or meeting minutes stating the same, quotes from vendors (when applicable), itemized invoice/receipt.

### Part C – Purchasing Chart

<b>Method of Purchasing</b>	<b>Expenditure Amount</b>	<b>Purchase Requirements</b>	<b>Documentation with Requisition</b>
Annual Bid	No dollar amount restriction	Bid on or before the first day of February and let on the first Monday in March	Responsive bidder documents (submit once) and itemized invoice/receipt
Competitive Bid	\$6,000.00 and greater	Commission approval to solicit bids, RFP/RFQ, advertise, construction project RFP/RFQ requirements (if applicable)	RFP/RFQ, Responsive bidder documents, construction contract (when applicable, submit once) and itemized invoice/receipt
Informal Bid	\$5,999.99 and less	Informal solicitation, no fewer than three (3) written documented quotes	All quotes and itemized invoice/receipt. No quotes required if less than \$500.00.
State Contract/Cooperative Procurement	No dollar amount restriction	Application/Approved Application provided to the Auditor's office. Commission approval prior to purchase when greater than \$6,000	State Contract number listed on the requisition, meeting minutes (when applicable), and itemized invoice/receipt
Sole Source Provider	No dollar amount restriction	Commission waives requirement of competitive bidding, \$6,000 and greater the Commission shall advertise intent to make such purchase	Signed waiver of competitive bids or meeting minutes of waiver, sole source letter from the vendor, and itemized invoice/receipt
Professional Services	No dollar amount restriction	Commission approval of soliciting RFP/RFQ, Public session approval of selected vendor	RFP/RFQ (submit once), approval/meeting minutes (submit once), itemized invoice/receipt
Emergency	No dollar amount restriction	Commission waive competitive bids in public session due to threat to life, property, public health or public safety or immediate expenditure is necessary. Quotes if practicable under the circumstance.	Waiver of competitive bids signed by Commission or meeting minutes, quotes from vendors (when applicable), itemized invoice/receipt.

## **Part D – Methods of Payment**

The County shall remit payment in accordance with the terms of the specified vendor. The County utilizes the electronic requisition process to remit payment to vendors. An “Approved Purchaser’s List” shall be required of all departments. The approved purchaser’s list shall detail every employee authorized to purchase within the specified department. The approved purchaser’s list shall be provided to the County Auditor’s office. It shall be the responsibility of the County Auditor to provide the lists to the vendor. It shall be the vendors’ responsibility to verify identification and proper authorization based on the current list of authorized users. Any purchase made by an individual not properly authorized will be the responsibility of the individual and not the County.

The approved methods of payment for the County are as follows:

1. *Vendor Charge Account.* Charge accounts may be setup with vendors in order to purchase supplies and the vendor submits an invoice or monthly statement to the County for payment to be remitted. A requisition is required to process invoices for payment. All charge accounts are setup and maintained by the County Auditor’s office. Any Officeholder or administrative authority can request that a charge account be established with a vendor upon providing documentation of the purchasing method (annual bid, competitive bid, informal bid, etc.).
2. *Vendor Credit Card.* A vendor credit card is used when the vendor does not allow for a vendor charge account. The vendor shall provide the County with a monthly credit card statement. A requisition is required to process the statement and invoices for payment. All vendor credit cards are setup and maintained by the County Auditor’s office. Any Officeholder or administrative authority can request that a vendor credit card be established with a vendor upon providing documentation of the purchasing method (annual bid, competitive bid, informal bid, etc.).
3. *First State Community Bank Visa Credit Card.* A County credit card shall only be used for prepaid travel expenses, purchases only available online, and circumstantial purchases approved in advance by the County Commission and County Auditor’s office. Circumstantial purchases include, but are not limited to, emergency purchases and prisoner transport. For more information, please see the St. Francois County, Missouri Credit Card Policy. All County credit cards are setup and maintained by the County Auditor’s office. Any Officeholder or administrative authority can request a credit card for their department.

## **Part E – Requisition Exemptions**

Certain expenditures and/or categories of expenditures shall be exempt from the requisition process due to the nature of the expenditure. The items listed below shall be administered through the “Processing” module of the Tyler Software. The Processing module requires approval by the Officeholder or administrative authority, County Auditor and County Clerk.

- a. Poll Workers
- b. Petit Jurors
- c. Credit Memos/Credit Invoices
- d. Payroll Expenses/Packets

Additional exemptions from the requisition process shall require approval by the County Auditor and the County Commission and shall be documented in the public minutes.

### **ARTICLE 3 – DEBARMENT OR SUSPENSION**

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the County Commission, after consulting with the St. Francois County Legal Counsel, is authorized to debar a person for cause from consideration for awards of contracts. The debarment shall be for a period of not more than three years. After consultation with the St. Francois County Counselor, the County Commission is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three months. The cause for debarment include:

- a. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
- b. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County contractor;
- c. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- d. Violation of contract provisions as set forth below, of a character which is regarded by the County Commission to be so serious as to justify debarment action:
  - a. Deliberate failure without good cause to perform in accordance with the specifications or within the time provided in the contract; or
  - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment.
- e. Any other cause the County Commission determines to be as serious and compelling as to affect responsibility as a St. Francois County contractor, including debarment by another governmental entity for any cause listed in this Policy.

### **ARTICLE 4 – ETHICS IN PUBLIC CONTRACTING**

#### **Criminal Penalties.**

To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of the criminal laws of the State of Missouri, they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this Part. Criminal, civil, and administrative sanctions against employees or non-employees which are in existence on the effective date of this Policy shall be not impaired.

**Employee Conflict of Interest.**

It shall be unethical for any St. Francois County employee to participate directly or indirectly in a procurement contract, excluding competitive bids, when the St. Francois County employee knows that:

- a. The St. Francois County employee or any member of the St. Francois County employee's immediate family has a financial interest pertaining to the procurement contract; or
- b. Any other person, business, or organization with whom the St. Francois County employee or any member of a St. Francois County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract. A St. Francois County employee or any member of a St. Francois County employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

**Gratuities.**

It shall be unethical for any person to offer, give, or agree to give any St. Francois County employee or former St. Francois County employee, or for any St. Francois County employee or former St. Francois County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposals therefore.

**Prohibition Against Contingent Fees.**

It shall be unethical for a person to be retained, or to retain a person, to solicit or secure a County contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for the retention for bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

**Contemporaneous Employment Prohibited.**

It shall be unethical for any St. Francois County employee who is participating directly or indirectly in the procurement process to become or to be, while such a St. Francois County employee, the employee of any person contracting with the governmental body of which the employee is employed.

**Waivers from Contemporaneous Employment Prohibition and Other Conflicts of Interest.**

The St. Francois County Commission may grant a waiver from the employee conflict of interest provision of the contemporaneous employment provision upon making a written determination that:

- a. The contemporaneous employment or financial interest of the St. Francois County employee has been publicly disclosed;
- b. The St. Francois County employee will be able to perform its procurement functions without actual or apparent bias or favoritism; and
- c. The award will be in the best interest of the County.

**Use of Confidential Information.**

It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

**Sanctions.**

1. *Employees.* St. Francois County employees are expected to adhere to the guidelines for appropriate conduct and are subject to disciplinary action(s) set forth in the St. Francois County Personnel Policy Manual.
2. *Non-employees.* The St. Francois County Commission may impose any one or more of the following sanctions on a non-employee violation of the ethical standards:
  - a. Written warnings or reprimands;
  - b. Termination of contracts; or
  - c. Debarment or suspension as provided in Authority to Debar or Suspend.

**ARTICLE 5 – FIXED ASSETS****Fixed Asset Inventory.**

The Auditor's office manages the fixed asset inventory for St. Francois County (RSMo 55.160)

All fixed asset and inventory purchases must be reported to the Auditor's office within thirty days of purchase using a form set forth by the Auditor's office.

**ARTICLE 6 – DISPOSAL OF SURPLUS****Disposal of Surplus.**

1. Disposal of surplus is managed by the Officeholder or administrative authority under the direction of the County Commission.
2. Surplus may be sold via internet auction on [www.purplewave.com](http://www.purplewave.com)
3. All disposals must be reported to the Auditor's office within thirty days of disposal using a form set forth by the Auditor's office.