without competitive bidding. In this event, all measures reasonably possible under the circumstances shall be taken to assure the maximum cost benefit to the County of the goods or services procured.

B. Authorization Outside of Normal Business Hours. A department or division head, during non-business hours, is authorized to make purchases without competitive bids, when an emergency arises.

C. Documentation and Approval. Documentation for emergency purchases pertaining to the above shall be submitted to the Purchasing Office on the standard emergency requisition form with a detailed explanation, and support material attached, if applicable, within ten (10) work days after the event occurred. Emergency purchases that exceed the competitive sealed bid threshold shall be ratified by the Board. Emergency purchases within the informal bid thresholds shall be approved by the County Administrator after-the-fact.

D Mutual Aid Agreements. The County may enter into and utilize Mutual Aid Agreements as provided in Chapter 252, Florida Statutes in the event of emergency situations. The Purchasing Director shall be authorized to invoke the terms of the Mutual Aid Agreement.

Section 5.12 COOPERATIVE PURCHASING

A. State Contracts. The Purchasing Director is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective state contracts (state term continuing supply contracts, SNAPS agreements [State Negotiated Agreement Price Schedules], agreements resulting from Invitations to Negotiate [ITN], or other such contracts authorized by statute for use by local governments)of the Florida Department of Management Services. Such purchases shall be made without competitive bids provided that funding has been appropriated and approved by the Board of County Commissioners in Department/Division accounts.

B. Federal Supply Service. The Purchasing Director is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective Federal Supply Schedules issued by the Federal General Services Administration. Such purchases shall be made without competitive bids provided that funding has been appropriated and approved by the Board of County Commissioners in Department/Division accounts.

C. Other Public Procurement Units. The Purchasing Director shall have the authority to join with other units of government in cooperative purchasing ventures when the best interest of the County would be served thereby, and the same is in accordance with the County and State law. The Purchasing Director shall appropriately document such cooperative purchasing arrangements. All Cooperative Purchasing conducted under this section shall be through contracts awarded through full and open competition, including use of source selection methods equivalent to those required by this policy. Each selection method shall clearly state the intention to include participation by other units of government as a requirement for use in cooperative purchasing.

Section 5.13 PROTESTED SOLICITATIONS AND AWARDS

A. Right to Protest. Any person, hereinafter referred to as protestor, who submits a timely response to an invitation to bid or a request for proposals and who is aggrieved with the decision or intended decision of the County shall have the right to protest.

B. Filing a Protest. Any protestor shall file with the Purchasing Division a notice of protest in writing within 72 hours after the posting of the bid tabulation or after posting of the decision or notice of intended decision of the County. The formal written protest shall be filed within 10 calendar days after the date protestor filed the notice of protest. Failure to timely file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this Section.

A written protest is filed with the County when it is delivered to and received by the Purchasing Division.