



Revised Agenda
Stephens County Board of Commissioners
October 13, 2026 • 6:00 P.M.

Stephens County Historic Courthouse
37 W. Tugalo Street • Toccoa, Ga

Meeting Appearance Announcement: Please silence your cell phones.

Regular Meeting

Call to Order

Invocation and Pledge of Allegiance

Approve Agenda

Approve Minutes

1. September 22, 2026 – Land Use Public Hearing and Regular Meeting

Administrator Report

Department Report

Commissioner's Report

New Business

1. Extension on Data Centers Moratorium
2. Peek Pavement Renewal for standby striping
3. Purchasing Manual and Financial Policy update

Invoices and Quotes over \$10,000

1. Quick Technologies \$75,000.00 – quote
2. JWL Transit, Inc. (dba Lanier Grading) \$14,565.00 – invoice
3. Acre Oil Co. invoices
 - a. \$19,633.08 – diesel
 - b. \$17,172.60 – gasoline
4. Brine applicator system quotes
 - a. Southeastern Outdoor Power Equipment LLC \$45,535.27
 - b. NAPA Auto Parts \$61,200.00
5. Jackson County Sheriff's Office \$17,780.00 – invoice

Matters from Citizens (Time limit of three (3) minutes)

Executive Session (if needed)

Adjournment

Next Scheduled Meeting of the Board of Commissioners will be held on Tuesday, October 27, 2026 at 6:00 p.m.

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities should call the Office of the County Clerk, Samantha Turner at 706-886-9491ext. 9310 promptly to allow the County to make reasonable accommodations for those persons.



Minutes
Stephens County Board of Commissioners
September 22, 2026 • 6:00 P.M.

Stephens County Historic Courthouse
37 W. Tugalo Street • Toccoa, Ga

Members Present:

Chairman Chris Rickman
Vice-Chairman Craig Oglesby
Commissioner Tara Simmons
Commissioner Chuck Wright
Commissioner Debbie Whitlock

Staff Present:

County Clerk Samantha Turner
County Planner Jeanne Pauley
County Attorney Casey Wilson

Meeting Appearance Announcement: Please silence your cell phones.

Board to hear from Stephens County Hospital CEO Van Loskoski. *Mr. Loskoski provided the Board with an update concerning the hospital's partnership with Wellstar.*

Land Use Public Hearing

- Rezoning Request** from Sandra Fulghum, 2095 S. Yow Mill Road, Toccoa. Parcel 060 058.
Proposal: to rezone approximately 1.06 acres to agricultural residential for a proposed home site.
Current Zoning: Agricultural Intensive
Planning Commission Recommendation: Approve as requested.
Applicant Comment: *Sandra Fulghum stated she wants to rezone one acre for residential use to one day transfer to her children.*
In Favor: *Sandra Fulghum*
Opposition: *None*
- Conditional Use Request** from Roman R. Rubets Jr., 1154 Rumsey Road, Eastanollee. Parcel 054 021.
Proposal: to grant a conditional use permit to allow for automotive services, sales, and repair on site.
Current Zoning: Commercial General
Planning Commission Recommendation: Approve with conditions.
Applicant Comment: *Roman Rubets stated that he agreed to the conditions recommended by the Planning Commission.*
In Favor: *Roman Rubets*
Opposition: *None*

3. **Variance Request** from Chris Irvin, Princess Nancy Lane, Toccoa. Parcel 050B 025A.
Proposal: to grant a variance of twenty (20) feet to the front yard setback off Bryant Drive for a total twenty (20) foot front yard setback to allow for construction of a new single family residence.
Current Zoning: Residential Single
Planning Commission Recommendation: Approve as requested.
Applicant Comment: None
In Favor: None
Opposition: None
 4. **Rezoning Request** from Arie Coles, 3565 Prather Bridge Road, Toccoa. Parcel 039 027B.
Proposal: to rezone approximately 13.77 acres to residential single to residential purposes.
Current Zoning: Agricultural Intensive
Planning Commission Recommendation: Approve as requested
Applicant Comment: James Irvin with Foothills Land Design spoke on behalf of Mr. Coles. The applicant would like to create 10 lots. The Coles are still planning to live on the remaining acreage.
In Favor: James Irvin
Opposition: None
 5. **Variance Request** from Fred C. & Deborah P. Meeks, 451 Defoor Road, Toccoa. Parcel 052A 051.
Proposal: to grant a lot size variance of 0.34 acres from the 1 acre minimum lot size to allow division of the property and creation of a 0.66 acre residential tract.
Current Zoning: Residential Single
Planning Commission Recommendation: Approve as requested.
Applicant Comment: None
In Favor: None
Opposition: None
 6. **Rezoning Request** from James & Betty Whiten Estate, 1332 Hayes Road, Toccoa. Parcel 059 031.
Proposal: to rezone approximately 5 acres to agricultural residential to agricultural residential purposes.
Current Zoning: Agricultural Intensive
Planning Commission Recommendation: Approve as requested.
Applicant Comment: Brett Ivester spoke on the applicant's behalf.
In Favor: Brett Ivester
Opposition: None
-

Regular Meeting

Call to Order

Chairman Rickman called the regular meeting to order at 6:36 p.m.

Invocation and Pledge of Allegiance

Mr. Phillip Teasley

Approve Agenda

Motion to approve as presented: Commissioner Whitlock

Second: Commissioner Simmons

Discussion: None

Vote: Unanimous

Approve Minutes

1. September 8, 2026 – Public Hearing and Regular Meeting

Motion to approve as presented: Commissioner Simmons

Second: Commissioner Wright

Discussion: None

Vote: Unanimous

Administrator Report

Department Report

Commissioner's Report

Old Business

New Business

1. **Rezoning Request** from Sandra Fulghum, 2095 S. Yow Mill Road, Toccoa. Parcel 060 058.

Motion to approve: Commissioner Whitlock

Second: Commissioner Wright

Discussion: None

Vote: Unanimous

2. **Conditional Use Request** from Roman R. Rubets Jr., 1154 Rumsey Road, Eastanollee. Parcel 054 021.

Motion to approve without conditions: Commissioner Whitlock

Second: Commissioner Simmons

Discussion: Vice-Chairman Oglesby asked what the conditions were recommended by the Planning Commission. County Planner Jeanne Pauley provided the Board with those conditions. Commissioner Whitlock asked for clarification on condition #2. Vice-Chairman Oglesby explained the difference between repair and dismantling of a vehicle. Commissioners Simmons asked the applicant to clarify if his location was in Buford or Gainesville. Mr. Rubets stated that he lived in Buford but his business was in Gainesville.

Vote: 2-3, motion failed.

Motion to approve with conditions as listed: Commissioner Whitlock

Second: Vice-Chairman Oglesby

Discussion: None

Vote: Unanimous

Conditions:

1. The property shall be used only for the automotive service, repair, and vehicle-sales activities described in the application. Any material expansion or change in use shall require further review and approval.
2. Junkyard, salvage-yard, scrap-processing, waste-reclamation, and vehicle-dismantling activities are prohibited. Automotive parts, tires, fluids, batteries, and waste materials shall not be stored outdoors except in approved covered containers awaiting lawful disposal.

3. All business-related vehicles, parking, loading, display, storage, and maneuvering shall remain entirely on the subject property and outside the public right-of-way.
4. Before issuance of Permit, the applicant shall submit a site plan acceptable to the Planning Department showing access, parking, vehicle display and storage, loading and maneuvering areas, signs, lighting, screening, drainage, and required buffers.
5. Inoperable, damaged, or salvage-title vehicles awaiting repair shall be screened from adjoining properties and public roads where visible, using an approved opaque fence, wall, or vegetative screen, that shall be shown on submitted site plan.
6. Exterior lighting shall be shielded and directed to prevent glare or spillover, and all signage shall comply with the Stephens County Sign Ordinance.
7. Before operation, the applicant shall provide the hazardous-material, safety, disposal, and emergency information required by Section 59-1304. All fluids, refrigerants, batteries, tires, and other regulated materials shall be handled and disposed of according to applicable law.
8. The applicant shall obtain all required building, occupancy, fire, environmental, business-license, and other permits before beginning operation.

3. **Variance Request** from Chris Irvin, Princess Nancy Lane, Toccoa. Parcel 050B 025A.
Motion to approve: Commissioner Whitlock
Second: Commissioner Simmons
Discussion: None
Vote: Unanimous
4. **Rezoning Request** from Arie Coles, 3565 Prather Bridge Road, Toccoa. Parcel 039 027B.
Motion to approve: Commissioner Simmons
Second: Commissioner Whitlock
Discussion: None
Vote: Unanimous
5. **Variance Request** from Fred C. & Deborah P. Meeks, 451 Defoor Road, Toccoa. Parcel 052A 051.
Motion to approve: Vice-Chairman Oglesby
Second: Commissioner Whitlock
Discussion: None
Vote: Unanimous
6. **Rezoning Request** from James & Betty Whiten Estate, 1332 Hayes Road, Toccoa. Parcel 059 031.
Motion to approve: Commissioner Wright
Second: Vice-Chairman Oglesby
Discussion: None
Vote: Unanimous
7. **Camper Variance** for property located at 38 Bel Aire Drive, Martin, GA 30557 (071G 402)
Motion to extend permit for 6 months: Commissioner Whitlock
Second: Vice-Chairman Oglesby
Discussion: Chairman Rickman confirmed with Chief Marshal Vince DeVasto that the septic is being pumped correctly.
Vote: Unanimous
8. **2027 Road Improvement List**
Motion to approve: Vice-Chairman Oglesby
Second: Commissioner Simmons

Discussion: None

Vote: Unanimous

9. FY2027 LMIG Application

Motion to approve: Commissioner Simmons

Second: Commissioner Whitlock

Discussion: None

Vote: Unanimous

Invoices and Quotes over \$10,000

1. Central Square \$28,369.29 – invoice

Motion to approve: Commissioner Simmons

Second: Vice-Chairman Oglesby

Discussion: None

Vote: Unanimous

2. Motorola Solutions, Inc. \$11,573.64 – invoice

Motion to approve: Commissioner Whitlock

Second: Vice-Chairman Oglesby

Discussion: None

Vote: Unanimous

3. Acree Oil Co. invoices

a. \$13,279.27 – diesel

b. \$21,046.14 – gas

Motion to approve: Commissioner Whitlock

Second: Commissioner Simmons

Discussion: None

Vote: Unanimous

4. TEN-8 \$411,000.00 – quote

Motion to approve: Vice-Chairman Oglesby

Second: Commissioner Whitlock

Discussion: None

Vote: Unanimous

5. Brine Applicator Quotes

a. Southeastern Outdoor Power \$43,579.03

b. NAPA Auto Parts \$81,600.00

Motion to postpone: Commissioner Simmons

Second: Commissioner Whitlock

Discussion: The Board would like clarification on why there is such a big difference in the quotes and would like to postpone until Public Works Director Jason Holland can be present to answer any questions.

Vote: Unanimous

Matters from Citizens (Time limit of three (3) minutes)

Executive Session (if needed)

Adjournment

Motion to adjourn the regular meeting at 7: 00 p.m.: Commissioner Simmons
Second: Commissioner Whitlock

Approved this _____ day of _____, 2026.

Chris Rickman, Chairman

Samantha Turner, County Clerk

**BOARD TO CONSIDER
MOTION TO EXTEND
MORATORIUM
BARRING THE
ACCEPTANCE OF LAND
USE APPLICATIONS
FOR DATA CENTERS
AND AUTHORIZE
CHAIRMAN TO SIGN
RESOLUTION.**

A RESOLUTION BY THE STEPHENS COUNTY BOARD OF COMMISSIONERS TO EXTEND A MORATORIUM BARRING THE ACCEPTANCE OF LAND USE APPLICATIONS FOR DATA CENTERS PURSUANT TO THE ZONING REGULATIONS OF STEPHENS COUNTY, GEORGIA.

WHEREAS, the Zoning Regulations of Stephens County, Georgia (the "Ordinance") was adopted on or about March 11, 2014; and

WHEREAS, the Stephens County Board of Commissioners have determined that it is in the best interests of the citizens of Stephens County for certain text revisions and amendments to be made to the Ordinance; and

WHEREAS, the Stephens County Board of Commissioners further desires to promote the health, safety, and welfare of its citizens by allowing the proper development and regulation of data centers in certain zoning districts contained in the Ordinance; and

WHEREAS, a moratorium on the acceptance of land use applications for data centers is reasonably calculated to allow certain revised provisions of the Zoning Regulations of Stephens County, Georgia to be created, implemented, and adopted; and

WHEREAS, a moratorium on the acceptance of land use applications for data centers is within the limits of necessity and is the least restrictive means available in the exercise of Stephens County's police power for the legitimate public purpose of addressing the regulations and restrictions governing land use in Stephens County, as well as for the legitimate public purpose of maintaining the status quo pending approval and adoption of a revised Ordinance by the Stephens County Board of Commissioners; and

WHEREAS, the Stephens County Board of Commissioners adopted such a moratorium at their April 14, 2026 Regular Meeting, which was imposed through and including July 14, 2026; and

WHEREAS, the Stephens County Board of Commissioners extended such a moratorium at their May 26, 2026 Regular Meeting, which was extended through and including October 14, 2026; and

WHEREAS, the Stephens County Board of Commissioners now desires to extend that moratorium for an additional three (3) months; and

NOW THEREFORE, BE IT RESOLVED BY THE STEPHENS COUNTY BOARD OF COMMISSIONERS that the original moratorium imposed through and including July 14, 2026, and extended through and including October 14, 2026, shall be extended through and including January 14, 2026, with said moratorium extension being effective immediately, such that no land use applications for data centers shall be accepted and no such permits shall otherwise be granted during the term of this moratorium, the health, safety, and welfare of the citizens of Stephens County demanding it.

BE IT FURTHER RESOLVED that it is the express intent of the Stephens County Board of Commissioners that this Resolution be consistent with both Federal and State law. If any provision of this Resolution or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions or applications of the Resolution which shall be given effect without the invalid provision or application, and to this end, the invalid provisions of this Resolution are declared, and shall be and remain, severable.

SO RESOLVED AND ADOPTED, this 13th Day of October, 2026.

STEPHENS COUNTY BOARD OF COMMISSIONERS

Chris Rickman, Chairman

Samantha Turner, County Clerk

**BOARD TO CONSIDER
MOTION TO AUTHORIZE
STANDBY STRIPING
RENEWAL WITH PEEK
PAVEMENT MARKING,
LLC AND AUTHORIZE
CHAIRMAN TO SIGN
RENEWAL AGREEMENT.**

STANDBY STRIPING SERVICES
PROJECT: CP257-CWPM-2(2027)
STEPHENS COUNT

STANDBY STRIPING SERVICES RENEWAL

PROJECT: CP257-CWPM-1(2027)

STEPHENS COUNTY

GENERAL

This renewal agreement shall be governed according to the stipulations set out in the 2026 Standby Striping Contract originally signed by Stephens County, Georgia and Peek Pavement Marking, LLC for Calendar Year 2026, which allows for two (2) one (1)-year options for renewal. The rates specified in this Agreement shall commence on January 1, 2027, and expire at 11:59 PM local time on December 31, 2027, after which one (1) additional renewal may be sought by each party to the contract. The item Quote Schedule for 2027 Standby Striping Services is attached. Pay item prices shall remain as agreed upon for the entirety of the calendar year as stipulated in the originally signed contract.

IN WHITNESS WHEREOF, the parties have caused their duly authorized officers to hereunto set their hands and affix their respective seals as of this day and year.

APPROVED by the Stephens County Board of Commissioners

This ____ day of _____, 20____

By: _____

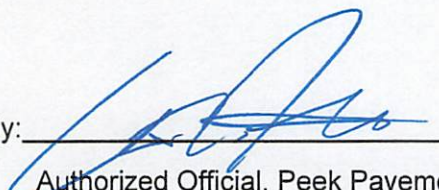
Chris Rickman, Chairman

Date

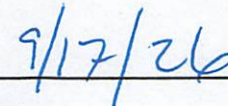
Attest: _____

Samantha Turner, County Clerk

Date

By:  _____

Authorized Official, Peek Pavement

 _____
Date

ITEM QUOTE SCHEDULE

STANDBY STRIPING SERVICES PROJECT: CP257-CWPM-1(2027) STEPHENS COUNTY

ITEM	DESCRIPTION	UNIT	UNIT BID PRICE
429-1000	RUMBLE STRIPS – THERMOPLASTIC	EA	\$500.00
652-0100	PAVEMENT MARKING, RR-HWY X-ING SYMBOL	EA	\$250.00
652-0120	PAVEMENT MARKING, ARROW, TP 2	EA	\$35.00
652-2501-T	5 INCH TEMPORARY SOLID TRAFFIC STRIPE WHITE TRAFFIC PAINT	LM	\$750.00
652-2502-T	5 INCH TEMPORARY SOLID TRAFFIC STRIPE YELLOW TRAFFIC PAINT	LM	\$750.00
652-3501-T	5 INCH TEMPORARY SKIP TRAFFIC STRIPE WHITE TRAFFIC PAINT	GLM	\$400.00
652-3502-T	5 INCH TEMPORARY SKIP TRAFFIC STRIPE YELLOW TRAFFIC PAINT	GLM	\$400.00
652-2501-HB	5 INCH HIGH-BUILD SOLID TRAFFIC STRIPE WHITE TRAFFIC PAINT	LM	\$1250.00
652-2502-HB	5 INCH HIGH-BUILD SOLID TRAFFIC STRIPE YELLOW TRAFFIC PAINT	LM	\$1250.00
652-3501-HB	5 INCH HIGH-BUILD SKIP TRAFFIC STRIPE WHITE TRAFFIC PAINT	GLM	\$650.00
652-3502-HB	5 INCH HIGH-BUILD SKIP TRAFFIC STRIPE YELLOW TRAFFIC PAINT	GLM	\$650.00
653-2501	SOLID TRAFFIC STRIPE, 5 IN, WHITE THERMOPLASTIC	LM	\$2850.00
653-2502	SOLID TRAFFIC STRIPE, 5 IN, YELLOW THERMOPLASTIC	LM	\$2850.00
653-4501	SKIP TRAFFIC STRIPE, 5 IN, WHITE THERMOPLASTIC	GLM	\$1850.00
653-4502	SKIP TRAFFIC STRIPE, 5 IN, YELLOW THERMOPLASTIC	GLM	\$1850.00
652-5701	SOLID TRAFFIC STRIPE, 24 IN, WHITE, PAINT	LF	\$3.00
652-9001	TRAFFIC STRIPE, WHITE, PAINT	SY	\$3.00
652-9002	TRAFFIC STRIPE, YELLOW, PAINT	SY	\$3.00
653-0100	THERMOPLASTIC PVMT MARKING, RR/HWY CROSSING SYMBOL	EA	\$550.00
653-0120	THERMOPLASTIC PVMT MARKING, ARROW, TP 2	EA	\$85.00
653-0220	THERMOPLASTIC PVMT MARKING, WORD, TP 2	EA	\$125.00
653-0240	THERMOPLASTIC PVMT MARKING, WORD, TP 4	EA	\$150.00
653-1704	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN, WHITE	LF	\$8.50
653-6004	THERMOPLASTIC TRAF STRIPING, WHITE	SY	\$4.50
653-6006	THERMOPLASTIC TRAF STRIPING, YELLOW	SY	\$4.50
654-1001	RAISED PVMT MARKERS TP 1	EA	\$6.00
654-1002	RAISED PVMT MARKERS TP 2	EA	\$6.00
654-1003	RAISED PVMT MARKERS TP 3	EA	\$6.00

**BOARD TO CONSIDER
MOTION TO ADOPT
UPDATED
PURCHASING MANUAL
AND FINANCIAL
POLICY.**

Stephens County, GA

Purchasing Manual And Financial Policy



Original Effective Date August 2002

Updated September 2026

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POLICY CONTROL INFORMATION	
Policy:	Purchasing Manual
Policy Title:	Financial Policy
Original Date:	August 1, 2002
Last Revision Date:	August 3, 2026
Responsible Dept:	Finance

Section 1

1.0 Purpose Introduction and Guiding Principles

The procurement of supplies, materials, goods, services, and construction is a necessary and important function in the operation of Stephens County. The purpose of this manual is to establish procedures and guidelines governing the County's purchasing function so that public funds are spent responsibly and the County obtains the greatest overall value for every dollar spent.

Effective procurement requires cooperation among all County departments. Each department is responsible for managing, controlling, and planning its resources to meet present and future community needs. When the procedures and guidelines established in this manual are followed, the County can ensure that public funds are used appropriately while obtaining the best overall value.

The County's procurement program is guided by the following principles:

- a. **Stewardship.** Purchases shall serve an authorized public purpose, remain within available appropriations, and be reasonable in cost. County policies regarding the expenditure of public funds shall be followed by all operating departments.
- b. **Competition Proportionate to Risk.** The level of competition, review, and documentation shall be appropriate to the dollar value, complexity, and risk of the purchase. Greater expenditures and higher-risk procurements require increased competition and documentation.
- c. **Fair and Open Access.** Specifications, solicitation requirements, and evaluation criteria shall be developed in a manner that provides fair and open access to qualified vendors. Specifications shall not favor a particular vendor unless a lawful and documented standardization or sole-source basis exists.
- d. **Best Value.** The County may consider factors beyond initial price when determining the best overall value, including quality, service, delivery, life-cycle cost, risk, vendor qualifications, and past performance, when the applicable solicitation or procurement method permits such considerations.
- e. **Accountability Without Unnecessary Delay.** Routine purchases should move efficiently through established delegated authority. Exceptions, unusual circumstances, and major commitments shall receive the appropriate written justification and higher-level approval.
- f. **Complete Records.** Procurement records shall be maintained in sufficient detail to allow an independent reviewer to understand what was needed, how vendors were solicited, how the award or purchasing decision was made, and whether the resulting contract or purchase was properly performed.

These principles are intended to protect public funds, maintain fair competition, promote accountability, and avoid unnecessary administrative burdens while ensuring that the County receives the maximum reasonable value from its procurement activities.

All County departments and personnel involved in purchasing shall cooperate in carrying out these objectives and shall follow the procedures and guidelines established in this manual.

The procurement of supplies, materials, goods and services is a necessary and important function in the operation of the Stephens County. To obtain the greatest value of every dollar spent, it is necessary to follow a set of procedures when purchases are made. For this to be effective there must be full cooperation between all departments.

The purpose of this manual is to describe the objectives of the Stephens County pertaining to principles governing the purchasing function and to establish departmental procedures and guidelines. If the procedures and guidelines established in this manual are followed, each of the operation departments' responsibility for managing, controlling and planning their available resources to meet present and future community needs will be more effective. This manual has been designed to ensure that the policies set by the County with regard to expenditure of public funds are met by all County operating departments. If these policies are adhered to, the County will receive the maximum value for each public dollar spent.

Section 2

2.0 Principles of Purchasing

- a. To consider the best interests of the County in all transactions and to carry out its established policies.
- b. To purchase without prejudice, seeking to obtain the highest quality in supplies, materials, equipment, goods and services at maximum value for each dollar of expenditure in accordance with established County quality standards.
- c. To conduct the business of the Stephens County in such an open and fair manner that potential vendors will be encouraged to furnish competitive prices which will ensure that the County will secure the best product or service at the lowest possible price.
- d. To work for honesty and truth in buying and to abstain from an appearance of conflict of interest.
- e. To avoid all unethical practice and the appearances of same.

2.1 Scope

This policy applies to every County department, office, official, employee, board, authority, or agency whose purchases are paid from County-controlled funds, unless a separate law or duly adopted policy governs the entity. It applies to purchases, leases, rentals, services, public works construction, and other contractual commitments.

2.2 Exclusions and Special Rules

- a. Payroll, employee benefits, debt service, interfund transfers, court-ordered payments, and payments fixed by law are not competitive purchases, but remain subject to budget and payment controls.
- b. Insurance placement, legal services, audit services, utility franchises, elections, and other specially regulated matters shall follow applicable law and Board direction.
- c. Purchases using federal, state, or grant funds must also comply with the award terms and Section 12 of this policy.

Section 3

3.0 Code of Ethics

3.1 Statement of Policy

Those elected and appointed officials responsible for or involved in some part of a purchasing activity must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible vendors, contractors, etc. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the procurement processes used by the County. To achieve this purpose it is essential that those doing business with the County also observe ethical standards prescribed herein.

3.2 General Statement of Ethical Conduct

Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the County officials' duties is a breach of a public trust. In order to fulfill this general prescribed standard, employees must also meet the specific standards set forth in the following sections:

- Conflict of Interest
- Disclosure Requirements
- Gratuities and Kickbacks
- Use of Confidential Information

3.3 Conflict of Interest

1. Conflict of Interest: It shall be a breach of ethical standards for any County Official to participate directly or indirectly in a procurement when the County Official knows that:
 - a. The County Official or any member of the County Officials' immediate family has a financial interest pertaining to the procurement;
 - b. A business or organization in which the County Official, or any member of the County Official's immediate family, has financial interest pertaining to the procurement; or

- c. Any person, business or organization with which the County Official, or any member of the County Official's immediate family, is negotiating or has arrangements concerning prospective employment, is involved with the procurement.

2. Discovery of Actual or Potential Conflict of Interest, Disqualification and Waiver: Upon discovery of an actual or potential conflict of interest, a County Official shall promptly file a written statement of disqualification with the Board of Commissioners or Board of Commissioners' appointed representative, and shall withdraw from further participation in the transaction involved. The County Official may, at the same time, apply to the County Administrator or County Attorney for an opinion as to what further participation, if any, the employee may have in the transaction. Any County Official who fails to comply with the provisions of this paragraph may be subject to corrective action.

3.4 Disclosure Requirements

1. Disclosure of Benefit Received from a Contract: Any County Official who has, or obtains any benefit from any contract with a business in which the County Official has a financial interest shall report such benefit to the Board of Commissioners or its' designee.
2. Failure to Disclose Benefit Received: Any County official who knows or should have known of such benefit and fails to report such benefit to the Board of Commissioners or its' designee is in breach of the ethical standards of this section and may be subject to corrective action.

3.5 Gratuities and Kickbacks

It shall be a breach of ethical standards for any person or business involved in the procurement process to offer, give, or agree to give any County Official any gratuity. Any County Official who accepts a gratuity may be subject to corrective action.

3.6 Use of Confidential Information

It shall be a breach of ethical standards for any County Official or former County Official to knowingly use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person. Such action may result in corrective or legal action.

3.7 Employee Handbook Business Ethics

See full policy in the Stephens County Employee Handbook policy HR 3.03.

Section 4

4.0 Business Relations with Suppliers

It is essential to develop and maintain goodwill between the County and its' suppliers. The reputation of the County can be promoted by:

- a. Giving all salespersons a full, fair, prompt, and courteous interview.
- b. Keeping competition open and fair.
- c. Keeping specifications fair, accurate and clear.
- d. Having consistent buying policies and principles.
- e. Observing strict truthfulness in all transactions and in correspondence.
- f. Respecting the confidence of the salesperson or the company as to confidential information.
- g. Keeping free from any obligation to any vendor.

The relationship between the purchaser and the seller is intended to be one of mutual understanding. Fundamentally, no contract that proves unsatisfactory to the vendor can be satisfactory to the buyer. It is the responsibility of all employees involved in the purchasing function to establish a relationship of mutual confidence and satisfaction between the County and its suppliers within the confines of applicable law and policy.

Section 5

5.0 Responsibilities of User Departments:

- a. Constitutional Officers/Department Heads have the responsibility and authority to expend the funds budgeted for the operation of their departments. They are expected to control expenditures and to effect savings where possible.
- b. User departments should plan their work so that "Rush Orders" and emergency purchases will be held to a minimum. Requests should be forwarded to the County Administrator, Finance Director or designee far enough in advance to allow the sufficient time to obtain prices from the vendors and complete the request for quotation.
- c. Stephens County is not obligated to purchase equipment, supplies, or accessories that are delivered for use on a "trial basis".
- d. No County employee shall purchase supplies, materials or equipment of any kind through the Stephens County Government for personal use.
- e. Departments should not write specifications which are considered to be closed, or written around one specific brand. Brand names, catalogue numbers, etc., may be submitted as a guide to the vendor as to the type and quality of merchandise desired. However, the wording "or approved equal" will always be added as we do not want to discriminate against any vendor's merchandise.

Section 6

6.0 Operating Procedures

The County policies were originally developed in 1996 to provide direction in the purchasing activities of the County. It is included in this manual and used as a reference and foundation for purchasing.

6.1 Structure

1. Purchasing Agent: The County Finance Director is designated the purchasing agent for the County and shall prepare and approve administrative regulations to effect the purchasing policies of the County.
2. The Board of Commissioners: The Board of Commissioners of Stephens County are not limited in their authority to approve purchases and propose contracts of the County when deemed necessary.

6.2 Planning

Planning for purchases should be done on both a short term and long term basis. Last minute purchases should be minimized. Planning will cut down on the number of trips required to obtain materials, shipping costs, and minimize the amount of clerical, supervisory approval, and time spent on documenting purchases.

6.3 Local Buying

The policy of the County regarding the purchasing of supplies, goods, service and equipment is to secure the best reasonable price. Purchases will be made from vendors within the Stephens County whenever the price is the lowest reasonable price or the price differential is no more than 5% of the total. The State Purchasing Division of the Department of Administrative Services will be used whenever possible.

6.4 Overdrafts Prohibited

No purchase will be authorized which would overdraft a budgetary account. Department Heads who are contemplating a purchase that will exceed a budgetary account should contact the Finance Director.

6.5 Bribery

Bribery in any form represents malfeasance in office and means that public funds are being mismanaged. Bribery by vendors in order to secure favorable consideration is seldom attempted. Vendors will usually attempt to secure favoritism by offering gifts or providing entertainment to County Officials. Attempts to influence decisions regarding the expenditures of public funds may be directed against any employee who has influence over the selection of vendors. The penalty for accepting a kickback is subject to corrective action up to and including termination in accordance with personnel rules and regulations, as well as including prosecution to the full extent of the law.

6.6 Sales Tax

The County is exempt from paying all local and state sales taxes or Federal Excise taxes. The Finance Department will provide necessary documents to any vendor upon request. Purchaser should strive to use vendors honoring this exemption.

6.7 Public Access

All specifications, bid documents, purchase orders, and supporting documents are public records which will be made available to citizens, vendors or the media in accordance with the Open Records Act.

6.8 Personal Purchases

Purchases for employees by the County are prohibited. County employees are also prohibited from using the County's name or the employee's position to obtain special consideration in personal purchases.

6.9 Purchasing Authority

Department Heads have the responsibility and authority to expend the funds budgeted for the operation of their department. They have a hand in the preparation of their budget; and once approved, they are expected to control expenditures to these amounts and effect savings where possible. Due to their nature, recurring monthly utility bills, fuel purchases, and insurance premiums are exempt from the below requirements because of the quantity, time factor of demand, and the daily pricing volatility. All bid documentation should be submitted to the County Clerk for archiving.

All purchases shall be authorized in the following ways:

1. Purchases of less than \$1,000.00 may be approved and ordered by the Department Head or their designee. Small purchases should strive to receive at least two (2) quotes which can be phoned-in, written, emailed, or faxed. The Department Head is responsible for their respective budget and shall manage their funds accordingly. Department Heads should ensure compliance with the ethics section outlined in this document. Backup documentation should be submitted to the Finance Department or directly scanned into the accounting system when applicable.
2. Purchases of \$1,000.01 to \$10,000.00 will require the approval of the Department Head and the Finance Director. All purchases within this range should strive to receive at least two (2) quotes which can be phoned-in, written, emailed, or faxed. The Department Head is responsible for their respective budget and shall manage their funds accordingly. Department Heads should ensure compliance with the ethics section outlined in this document. Backup documentation should be submitted to the Finance Department or directly scanned into the accounting system when applicable.
3. Purchases of \$10,000.01 to \$25,000.00 will require the approval of the Department Head, the Finance Director, and the County Administrator. All purchases within this range are required to have at least three (3) written quotes

emailed, mailed, or faxed from vendors. Phone quotes will not be accepted. Backup documentation should be submitted to the Finance Department or directly scanned into the accounting system when applicable.

4. Purchases of \$25,000.01 to \$100,000.00 will require the approval of the Department Head, the Finance Director, the County Administrator, **and** the Board of Commissioners. All purchases within this range are required to have at least three (3) written quotes emailed, mailed, or faxed from vendors. Phone quotes will not be accepted. Backup documentation should be submitted to the Finance Department or directly scanned into the accounting system when applicable.
5. Purchases of \$100,000.01 and over require formal procurement by competitive bidding with written quotations in the form of request for qualifications or request of proposal (RFQ or RFP). These submittals shall be reviewed by the Department Head, Finance Director, the County Administrator, and or a designated committee. A recommendation will then be presented to the Board for final approval. The type of formal procurement required will be determined by the good or service being procured and any applicable federal or state law. See section 12.3 outlined herein for further guidance.

Levels of Purchasing:

LEVEL	AMOUNT	APPROVAL	METHOD
1	Less than \$1,000	Department Head	sole source or two verbal or two written quotes
2	\$1,000 - \$10,000	Department Head & Finance Director	sole source or two verbal or two written quotes
3	\$10,000 - \$25,000	Department Head, Finance Director, & County Administrator	three written quotes
4	\$25,000 - \$100,000	Department Head, Finance Director, County Administrator, & BOC	three written quotes
5	\$100,000 and Over	Board of Commissioners	formal competitive sealed bid in a RFP

6.10 Budgetary Amendments

A budgetary amendment is necessary to approve a purchase order for a purchase or a service not provided for in the County budget. The County Administrator, Finance Director, or any department head may not approve a purchase order which shall exceed, in whole or in part, the amount of funds available in the County budget for the purchase or service which is the subject of such purchase order, except in an emergency situation.

Section 7

7.0 Petty Cash

A petty cash system has been established to provide for the reimbursement of small purchases, each department is allocated a specific amount of funds.

Each department is responsible for reconciling the monthly activity within the Petty Cash fund and making a report to the Finance Department, no later than the 10th of the following month (See forms in Section 18). This report is comprised of a summary sheet detailing the expenses and the related invoices or receipts for each department and reconciliation of the monthly activity. Reimbursement of Petty Cash fund will be made upon receipt of this report and a check request.

1. Petty cash is used for purchases no larger than \$50.00.
2. Petty cash is to be counted, and a reconciliation sheet prepared each month.
3. Reconciliation is due to the Finance Department on/or before the 10th of each month with a check request (if necessary).
4. No check request for reimbursement of petty cash will be honored without a current reconciliation.

Section 8

8.0 Purchase by Requisition

Purchasing by requisition is for securing office supplies, office furniture, office equipment and materials, etc. This is needed if multiple transactions or shipments take place, larger purchases needing Board approval, or when the vendor requires a Purchase Order to fulfill requested prior to shipment and invoicing the County. The form will be filled out and forwarded to the Accounts Payable Clerk in the Finance office as needed. Once approved through proper channels, the purchase requisition becomes a purchase order.

To complete the form the following information is required:

1. **Date:** Date the request was prepared.
2. **Department:** Department making the request.
3. **From:** Person who prepared request.
4. **Quantity:** Specific number requested. Example: 2bxs; 12ea
5. **Size:** If item comes in variety of sizes, example small, medium, or large, specify the size needed.
6. **Description:** Provide clear, brief description of item(s) requested.
7. **Account Number:** Expense account number the items should be charged to. Usually the Office Supplies, but not always.

Section 9

9.0 Purchase Orders

The purchase order (created in the financial software- Tyler) is used to secure supplies and materials. A Purchase Order derives from the Purchase Requisition and is a written contract between the County and the vendor. A purchase order is used to pay an invoice received for supplies or services rendered or to confirm an order to suppliers.

9.1 Purchase Order Tracking

A purchase order number is assigned by the financial software and a record of the order is maintained in the system. This provides a record of items that have been assigned a number and provides a resource for tracking expenditures. Each department is responsible for managing their outstanding PO's and knowing the remaining funds budgeted for a specific line item.

9.2 Completion of the Purchase Order Form

- a. Submit written quote or estimate to Accounts Payable (AP) that includes:
 - i. Date of quote
 - ii. Date quote expires
 - iii. Department ordering item
 - iv. Complete vendor information (if new a W9 must be received)
 - v. Quantity, Description, Unit and Total Costs for items requested
 - vi. Account number to be expensed
 - vii. Location where items should be delivered
- b. AP will complete PO and email to the Department Head and the Vendor's Contact on the quote, unless otherwise specified.
- c. Once invoice is received, the requesting Department must notify AP that all items ordered were received prior to submitting invoice.

Remember: The County Administrator must approve **ALL** purchase orders over \$10,000.

Section 10

10.0 Special Purchase

Occasionally the County may need to purchase goods or services under circumstances which do not clearly fit the patterns of procurement and for which normal competitive bid procedures do not apply. The following guidelines are provided with regard to making such purchases:

10.1 Sole Source

Contracts can be awarded for the provision of supplies/services without competition if it can be demonstrated that the supplier of this material or service is

the one person capable of providing the material or service. The Purchasing Agent shall determine if there is only one source for the requested supply/service or construction item. Such determination shall be documented in writing.

10.2 Blanket Purchase Orders

The Board of Commissioners shall authorize annual blanket purchase orders for materials, goods and services that are ordered repetitively during the year. The agreement will be for one (1) year period. The purchase orders shall be approved by the Board of Commissioners at the beginning of each budget year. The Finance Department shall maintain the original copy of the purchase order to expedite payment of invoices received.

10.3 Emergency Purchase Orders

(a) The County Administrator or in his absence, the County Finance Director, shall be authorized, to make emergency purchases when there is a threat to public health, welfare, safety, infrastructure, or County property, to either the County and/or its citizens. The emergency purchase order shall not exceed \$50,000 (fifty thousand dollars) without prior approval by the Board of Commissioners. If an emergency purchase must exceed \$50,000, then the County Administrator, or in his absence, the Finance Director, must get approval from the Chairman of the Board of Commissioners, or in his absence, a single commissioner, beginning with the Vice-Chairman, to affect an emergency purchase. Any emergency purchase order exceeding \$50,000 shall be brought before the Board of Commissioners and ratified at the next regularly scheduled meeting. Staff should consider the dynamics of emergency to determine if a special meeting of the Board needs to be called and further emergency purchasing procedures need to be implemented.

(b) The following pertains to the Volunteer Fire Services only:

The Chief of the respective station requesting the emergency repair must provide a description of emergency, definition, and explanation of the repair, and signature and provide the information to the Fire Chief Coordinator, or if not available, the Vice-Chief Coordinator. If the department requesting the repair has adequate funds in their account, all documentation is to be forwarded to the Finance Director for acknowledgement. If adequate funding is not available, it should be forwarded to the County Administrator as stated in paragraph (a) for a commissioner's and administrative approval.

LEVEL	AMOUNT	APPROVAL	METHOD
1	Emergency Less than \$50,000	County Administrator / Finance Director	Verbal and email documented
2	Emergency greater than \$50,000	County Administrator / Finance Director & BOC	Ratified at next scheduled meeting

10.4 Real Property Acquisition

Acquiring real property must be consistent, transparent, and prudent process and ensure that every proposed acquisition is properly evaluated, independently inspected and appraised, financially justified, legally reviewed, and approved before the County becomes obligated to purchase such property.

1. This policy applies to the purchase of all real property, including land, buildings, commercial properties, residential properties, easements, and other real-property interests acquired by the County.
2. No real property may be purchased, or committed to purchase, unless the acquisition:
 - a. Supports an approved organizational purpose or strategic objective, has an identified source of funding, has been reviewed for financial, legal, physical, environmental, and operational risks, has undergone the mandatory inspection and appraisal requirements in this policy, has received all required internal approvals, and has completed satisfactory due diligence before closing.
3. Whenever practicable, any purchase agreement shall include a due-diligence or inspection contingency allowing the organization to terminate the transaction if the results of the required inspection, independent appraisal, title review, environmental review, survey, financing, or other due diligence are unsatisfactory.
4. A purchase price materially exceeding the appraised value shall require written justification and approval by the Board of Commissioners. The County shall not automatically be required to reject a transaction solely because the negotiated price differs from the appraised value; however, any material variance must be documented and supported by a legitimate business rationale.

10.5 Request for Proposals/Statement of Qualification

A Request for Proposal (**RFP**) is a document submitted by a firm, usually engineers and architects, which describes how the firm will achieve a certain objective. A Request for Qualification (**RFQ**) is a document submitted by a firm to describe in detail the ability and expertise of the firm. Both RFP's and SOQ's are very detailed. Departments should contact the County Administrator or Finance Director for assistance with these if needed. See Section 12 for further information.

10.6 Advertising for Bids

The purchase of construction related projects is accomplished by placing an advertisement in the local gazette, County website, contacting specific contractors were applicable, and posted on the State of Georgia Procurement Registry: <https://ssl.doas.state.ga.us/gpr/index>. The advertisement must run adequate times to satisfy the requirements of state law. For public works projects the advertisement must run for a minimum of three (3) weeks prior to the bid opening.

10.7 State and Federal Bids

To eliminate the staff spending unnecessary time in collecting bids, the Board of Commissioners authorizes County Departments to utilize State and Federal bids where applicable. The County is a member of NCL Government Capital found via <https://nclgovcap.com/sourcewell/> and HGAC at <https://www.hgacbuy.org/>.

10.8 Bid Bonds, Performance Bonds and Payment Bonds

Bid bonds, performance bonds, and payment bonds may be warranted based on project size or risk and required for all Public Works contracts exceeding \$100,000 in accordance with O.C.G.A. 50-5-67. Bonds must be issued by an acceptable surety, name the County as the obligee, remain in force for required obligations, and be delivered before notice to proceed.

5. Bid Bonds: (OCGA 36-91-50). Bid bonds shall be required for all public works construction contracts with estimated bids or proposals over \$100,000.00. The bid bond shall be in the amount of not less than 5% of the total amount payable by the terms of the contract. No bid or proposal shall be considered if a proper bid bond or other security authorized in OCGA 36-91-51 has not been submitted.
6. Performance Bonds: (OCGA 36-91-70). Performance bonds shall be required for all public works construction contracts with an estimated contract amount greater than \$100,000.00. No public works construction contract requiring a performance bond shall be valid for any purpose unless the contractor shall give such performance bond. The performance bond shall be in the amount of at least the total amount payable by the terms of the contract and shall be increased as the contract amount is increased.
7. Payment Bonds: (OCGA 36-91-90). Payment bonds shall be required for all public works construction contracts with an estimated contract amount greater than \$100,000.00. No public works construction contract requiring a payment bond shall be valid for any purpose, unless the contractor shall give such payment bond. The payment bond or other security as authorized by the County shall be in the amount of at least the total amount payable by the terms of the initial contract and shall be increased if requested by the governmental entity as the contract amount is increased.

Section 11

11.0 Check Request by Invoice Coding Form

This form is used to request a check when a purchase order is not necessary. The form is to assist the user departments in keeping track of disbursements from the budget. This form is used once an invoice has been received for payment and item(s) are received. Supporting documentation must be attached for the request to be approved.

This form **must** be filled out completely. To complete the Invoice Coding Form or ICF (See forms in Section 17) provide the following information:

1. **Department:** Department funds should be charged to
2. **PO#:** Purchase Order number if applicable
3. **Vendor:** Name of Vendor the check is made payable to
4. **Fund:** The fund number that funds are coming from; ex. General Fund is 100
5. **Account Number:** Budgetary account number to which expense is charged
6. **Amount:** Amount of funds requested
7. **Accounting Period:** Month and year of the purchase
8. **Department Approval:** Signed by the department head

11.1 Special Instruction

It shall be noted if the check should be Mailed, ACH, or physically picked Up. The submitter must provide the name of person responsible for coming to get the check. And provide any additional information and directions needed to properly process the request. Supporting documents must be attached including the Invoice or supporting documentation that explains/tracks the expenditure.

Section 12

12.0 Procurement Controls

The Purchasing Agent's responsibility is to cooperate and work with the user departments to assure that proper specifications are written in order to receive competitive bids or proposals. The user departments are responsible for delivering specifications to the purchasing agent at least six (6) weeks prior to date that goods/services are to be awarded. The user department is responsible for payment and confirmation of having monies available in their approved budget. The departments will responsible for having budget amendments approved by the Board of Commissioners before beginning the bidding process.

12.1 Written Quotes

Written quotations shall be submitted with purchase orders from \$10,000.01 to \$100,000. A minimum of three quotations is required unless adequate source supply is not available (see Section 6.9). Any budgeted purchase within this range requires authorization of County Administrator and Finance Director.

12.2 Written Quote Requirements

These can be formal or derived in detail from email or vendor's website. For comparison purposes, always be mindful that all quotes are estimating the same items or similar in nature as possible.

12.3 Formal Competitive Bidding and Specifications Guidelines

Competitive written quotations shall be submitted with purchase orders from \$100,000 and purchases above this range. A minimum of three quotations is required unless adequate source supply is not available. All purchases above this

range, budgeted or non-budgeted, require a sealed complete bid, to be opened in public, and approval by the Board of Commissioners.

- a. Keep specifications simple while maintaining a level of clarity to keep bidders from utilizing a loophole to avoid providing the quality of goods or services requested or required.
- b. Identify the equipment or material required with a name brand or known standard specification already on the market. Specifications that utilize name brands must include the term "or equivalent" or "equal" to avoid being restrictive and eliminate fair competition.
- c. Specifications should consider only the essential functions and characteristics of the goods and services to be purchased. A function or characteristic is one that goods or services must be able to perform within a range of acceptable performance or quality.
- d. Specifications should promote competition. Specifications will normally allow several bidders to provide the County with alternatives and insure the County obtains the lowest possible price.
- e. Specifications should be specific enough to guarantee the quality required but sufficiently flexible to allow vendors to be creative in their proposals.
- f. Specifications should be written with clear, simple language, free of vague terms or those subject to variation in interpretation.

12.4 Standard Requirements for Bidding

- a. Written specifications contained in a bid can be changed only by a written addendum. If an addendum is issued it shall be forwarded to all vendors. All bids shall reference any addendum issued.
- b. All goods and materials shall be F.O.B. Destination or free of shipping for Stephens County.
- c. Bid number or title must be clearly marked on envelope to avoid opening a bid in error.
- d. All bids must be received and in-hand at time and place specified. No fax quotes will be acceptable. The bidder assumes responsibility for having the bid received at the designated time and place. Bids received after stated time shall not be considered. No responsibility shall be attached to the County for premature opening of bid not properly addressed or identified and/or not delivered properly.
- e. All bids will be opened in public and read aloud at time and place established for bid openings. Bids will be opened by Purchasing Agent or his designee.
- f. Unless otherwise stated, all bids will be received in the Office of the Stephens County Board of Commissioners Office, 802 E. Doyle Street, Toccoa, Georgia 30577. All openings will be held in the Board of Commissioners conference room at the Administrative Annex.
- g. Unless otherwise stated, all bids submitted and opened shall be valid and not withdrawn for sixty (60) days from date of opening. A bidder may withdraw before the date and time to receive bids.

- h. Bids must include: name of business, mailing address, name, title and signature of person submitting the bid. All bids shall include license numbers required under state law.
- i. The Stephens County reserves the right to reject any and all bids, to waive any informalities and to award a contract which would be in the best interest of the County.

12.5 Local Preference

Bids awarded to local vendors contribute to the local tax base and will, therefore, be given special consideration when bidding against outside vendors. Bids received from vendors within the confines of the county will be given preference if their bid is within five percent (5%) of the low bid submitted by an out-of-county bidder. The performance of the items associated with the local bid must be equal or better than the out-of-county bids. This policy does not apply to any purchases or materials, equipment or services in excess of \$250,000. On those cases, the Board of Commissioners will make their decision based on the lowest and best bid as submitted.

A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements, as verified by the purchasing department, prior to any award of a contract or purchase:

- a. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Stephens County; and
- b. The business or supplier must have paid all real and personal taxes owed the county; and
- c. The business or supplier must certify its compliance with the Georgia Security and Immigration Act.

12.6 Tie Bids

If the same unit price or total amount, quality and service being equal, the vendors who tied shall be contacted and informed of the County's intention of asking them to rebid offering the lowest and best.

12.7 Withdrawal of Bids

A bidder may withdraw his proposal before the date and time for the cut off to receive bids without prejudice by submitting a written request of withdrawal to the purchasing Agent or designee.

12.8 Rejection of Bids

The County may reject any and all bids and may reject a bid of any party who has not performed or delivered on any formal contract with the Stephens County or who is listed as a debarred contractor for Federal and State programs.

12.9 Responsibility of Bidders

12.9.1 Statement of Experience and Qualities

The bidder shall demonstrate to the satisfaction of the County that he has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the time required. The contractor must provide as requested applicable Georgia contractor licensing, business registration, insurance, E-Verify documentation, debarment status, references, experience, safety record, financial capacity. If the evidence of competency of any bidder is not satisfactory, the proposal of such bidder may be rejected.

12.9.2 Determination of Non-Responsibility

If a bidder or offer or who otherwise would have been awarded a contract is found to be non-responsible, a written determination of inability to perform contractual obligation shall be made by Stephens County and recommendation shall be made to the County Administrator.

12.9.3 Penalties for Non Performance

The Purchasing Agent shall establish penalties for nonperformance for delivery failures or default in contract. Continual failure to response to bid or proposal solicitations will result in removal from the bidder's list for a reasonable period not to exceed three (3) years, based upon the recommendation of the County Administrator or Finance Director.

12.10 Non-Collusion Statement

By submitting a proposal the bidder represents and warrants that such bid is genuine and not in collusion with another bidder, and the bid is not made in the interest or in the behalf of any person not therein named.

By submitting a bid, the bidder represents and warrants neither a Board of Commissioner member or County employee nor any other person employed by the County has, in any manner, an interest, directly or indirectly in the bid or in the contract which may be made, or in any expected profits to arise there from.

12.11 Purchasing Controls

- a. Total purchase value shall be based on the reasonably anticipated total County commitment, including options, renewals, freight, installation, and related purchases that are part of one requirement.
- b. No person may divide a purchase, project, contract, invoice, or sequence of related work to avoid quotes, formal solicitation, Board approval, bonding, or other requirements. Separate phases are permissible only when independently useful, planned and funded separately, and not created to evade procurement rules.

- c. A purchase order or executed contract must be issued before work begins or goods are ordered, except for a documented emergency. Invoices shall not be used to retroactively create purchasing authority.
- d. To the extent staffing reasonably permits, no one person should control all stages of a purchase. At least two people should participate across requesting, approving, ordering, receiving/inspecting, invoice approval, and payment.

12.12 Procurement Methods and Evaluation

- a. Invitation for Bids (IFB) should be used when the requirement can be clearly specified and award can be made principally on price. Award should be made to the lowest responsive and responsible bidder unless all bids are rejected for a documented public reason.
- b. Request for Proposals (RFP) should be used when approach, technical solution, service level, schedule, experience, risk, or other factors are material and award cannot be made on price alone. Evaluation factors and relative weights shall be published, and formal RFP evaluations should use a committee when practical.
- c. Request for Qualifications (RFQ) or qualifications-based selection should be used for architectural, engineering, surveying, and similar professional services when required or appropriate. Firms should be ranked on qualifications before negotiating scope and fair compensation with the highest-ranked firm.
- d. For formal evaluations, evaluators should score responses using the published criteria and document clarifications, interviews, discussions, final rankings, and the award recommendation.

12.13 Public Works and Building Construction Controls

- a. Before solicitation, define the project scope, operational need, project manager, delivery method, site conditions, permits, funding, schedule, and an independent construction cost estimate and contingency.
- b. Formal construction solicitations should establish insurance, licensing, bonding, safety, schedule, liquidated-damages, grant, and closeout requirements. Projects at or above \$100,000, or projects presenting significant risk, should receive County Attorney review before advertisement.
- c. Use one designated contact for vendor communications. Substantive questions and answers shall be issued by written addendum to all known plan holders or registered vendors.
- d. Contractor responsibility review should include applicable licensing, business registration, insurance, E-Verify documentation, debarment status, references, experience, safety record, financial capacity, and ability to meet the schedule.
- e. Construction contracts should address scope and order of precedence; price and retainage; schedule and completion; bonds and insurance; submittals and inspections; written change-order authority; termination and disputes; records and audit rights; safety; warranties; and closeout deliverables.
- f. Do not issue a notice to proceed until the contract, required bonds, insurance, purchase order, permits, and other conditions precedent are complete.

12.14 Professional and Specialized Services

- a. Use a written scope describing deliverables, schedule, meetings, data ownership, reimbursable expenses, and the expected contract form.
- b. For legal, audit, financial advisory, information technology, consulting, medical, and other specialized services, use an RFP or RFQ proportionate to value and risk, considering expertise, independence, approach, availability, price, and conflicts as appropriate.
- c. Avoid open-ended hourly contracts without a not-to-exceed amount, task-order procedure, deliverable schedule, and responsible County contract manager.
- d. Professional-service renewals should be affirmatively reviewed for performance, need, pricing, and continued competition before exercise.

12.15 Contract Administration, Change Orders, and Renewals

- a. Finance/Purchasing should maintain a contract register showing vendor, purpose, amount, term, renewal date, responsible department, and Board action when applicable.
- b. Pay only after the department verifies receipt and acceptance, contract compliance, correct pricing, and supporting documentation. Construction payment applications should also be reviewed for stored materials, retainage, approved change orders, lien/bond documentation, and schedule status.
- c. No vendor may perform changed or extra work without a written change order signed by an authorized County official, except where immediate action is needed to prevent injury or serious damage and the emergency is promptly documented.
- d. Each change order should describe scope, price basis, time impact, funding, reason, and whether the change was foreseeable or could affect competition. Change orders may not be used to avoid bidding a separate project.
- e. Renewals and extensions must be authorized in the original solicitation and contract or supported by a lawful written exception. Before renewal, document satisfactory performance, continued need, available funds, reasonable pricing, and the benefit of renewal compared with recompetition.

12.16 Federal and Grant-Funded Purchases

- a. When a purchase is funded in whole or part by a federal award, the department and Finance must identify the award before solicitation. The County shall follow the more restrictive of County policy, state/local law, the grant agreement, and applicable federal procurement requirements.
- b. Maintain written conflict standards, full and open competition, contractor oversight, cost or price analysis when required, and all mandatory contract clauses.
- c. Check federal exclusion/debarment status before award and document the result.
- d. Use the procurement method and threshold authorized for the award; County thresholds may be lower and therefore control.

- e. For federally funded construction, apply required bonding, domestic-preference, labor, and Build America, Buy America requirements when triggered by the award.
- f. Retain procurement and contract records for the period required by the award, audit rules, and County retention schedule.

12.17 Procurement Records, Protests, and Transparency

- a. The procurement file should contain, as applicable, the requisition, budget confirmation, estimate, specifications, vendor list, advertisements, Georgia Procurement Registry posting, questions and addenda, responses, bid-opening record, evaluator conflicts and scores, tabulation, responsibility review, exception forms, award recommendation, Board action, contract, bonds, insurance, E-Verify documents, purchase order, change orders, invoices, performance records, and closeout documents.
- b. Procurement records are subject to the Georgia Open Records Act. Claimed confidential or trade-secret information shall be protected only to the extent authorized by law and in consultation with the County Attorney when appropriate.
- c. A prospective vendor may submit a written protest of a material solicitation defect before the response deadline. An unsuccessful vendor may protest an award within five business days after notice of intent to award or award, as specified by the solicitation.
- d. A protest must identify the procurement, state specific facts and legal or policy grounds, and describe the requested remedy. The County Administrator, with legal advice, should issue a written decision; the Board may hear an appeal when required or when it elects to do so.

12.18 Vendor Responsibility, Performance, Training, and Review

- a. The County may determine a vendor non-responsible based on documented facts concerning licensing, experience, capacity, integrity, financial ability, safety, or material nonperformance.
- b. Departments should report significant late delivery, defective work, billing problems, safety violations, and failure to pay subcontractors, or other performance concerns to Finance/Purchasing.
- c. Available remedies may include a corrective-action plan, withholding payment as permitted by contract, bond or warranty remedies, termination, declining renewal, or suspension/debarment after notice and an opportunity to respond.
- d. Finance/Purchasing should provide periodic training for department heads, cardholders, evaluators, project managers, and employees with purchasing duties. The purchasing policy should be reviewed periodically and after material changes in Georgia or federal law.

Section 13

13.0 Disposal of Goods

13.1 Introduction

- a. The County is interested in full realization of the value of goods it purchases. Goods become obsolete or wear out. The County policy is aimed at making sure all surplus property is disposed of to the best economic advantage of the County.
- b. Competitive bidding on surplus, obsolete or usable goods may be required. This may be achieved through sealed bids, auction, or competitive negotiation. See section 14.8 for further information.
- c. Departments are responsible for submitting items to the County Clerk no later than thirty (30) days prior to the established auction date, and submitting the attached form filled out completely.

13.2 Auction Procedure

- a. The County shall hold at least one surplus property sale per year.
- b. The County shall hire a qualified auctioneer to lead the sale or submitted on GovDeals or similar website.
- c. All sales are final and sold as is.
- d. Cashier's checks, money orders, or cash is accepted (NO personal checks) on the day of sale.
- e. No County employee or immediate relative of a County employee may bid on surplus goods.

Section 14

14.0 Fixed Asset Capitalization Policy

- 14.1** A fixed asset is a county owned property or item that meets all the following criteria:
 - 1. The asset is tangible in nature.
 - 2. The asset is completed and ready for use.
 - 3. The asset has a useful life more than three (3) years.
 - 4. The asset has a value equal to or greater than \$15,000.
- 14.1.1** All assets with a cost of \$15,000 or more and an estimated useful life of three (3) or more years shall be considered a "capital asset". All vehicles, trailers, and any equipment that must be carried on the County insurance plan by law will be recorded in the fixed asset system for insurance tracking purposes.
- 14.1.2** All land will be capitalized, considered a fixed asset, and recorded in the fixed asset system.
- 14.1.3** All assets that meet the criteria above will be recorded in the Fixed Asset Accounting System maintained by the Finance Department. On occasion, the Finance Director may send a list of capital assets to each department head or elected official annually to verify their assets.
- 14.1.4** A test of physical inventory of Fixed Assets may be conducted by the external auditors for verification and accuracy. Items found during annual physical

inventory that meet fixed asset criteria but cannot be located on the fixed asset records, will be recorded at cost or historical cost when applicable.

14.1.5 Single Purchased items which have an acquisition cost of \$2,000 to less than \$15,000 will be maintained at the Departmental level. At a minimum, departmental records should contain the description, acquisition date, cost, location, serial number and model number of the assets. Physical inventories will be conducted annually by the Department Heads. A test of physical inventory of these assets may be conducted by the County Administrator, Finance Director or external auditors for verification and accuracy and are subject to audit during this process.

14.1.6 Department Heads are responsible for the legal and ethical obligation of their staff to provide sufficient care and safe keeping of all assets. Custodial responsibility obligates the department to give reasonable protection against theft, vandalism, misuse and destruction of assigned fixed assets. Fixed assets are not to be removed from assigned locations without the permission of the Department Head and County Administrator.

14.2 Missing Assets

If an asset is determined to be missing, departments should notify the County Administrator or Finance Director immediately. Fixed assets that have been removed from any location without permission of the appropriate County official are considered to be stolen should be reported to the Stephens County Sheriff's Office without delay. A copy of the incident report shall be forwarded to the Finance Department.

14.3 Donated Assets

Donations to Stephens County by outside agencies, companies or individuals that meet fixed asset criteria will be recorded on the fixed asset accounting system at fair market value on the date of acquisition.

14.4 Renovations/Improvements

Renovations or improvements to existing assets that meet the fixed asset criteria will be recorded on the fixed asset system. Repairs and maintenance will be recorded as operating expenses.

14.5 Grant Fixed Assets

Federal and state requirements must be followed with respect to recording grant fixed assets. Information regarding the grant title, number and granting agency shall be kept as part of the fixed asset records. All grant requirements concerning acquisition, use, transfer and disposal must be followed. Upon the acquisition of a fixed asset, each department shall submit written notification to the Finance Department of the acquisition within 30 days of the acquisition of the asset. The Finance Department will then record the asset on the fixed asset accounting system.

14.6 Transfer of Assets

Transfers are defined as any movement of an asset by virtue of change in location, either by account or department. Fixed asset transfers must be approved by both the sending and receiving departments and must be reported on a Transfer of Asset form and sent to the Finance Department.

14.7 Leased Assets

The Stephens County Board of Commissioners shall approve all capital lease agreements. The Finance Director will examine all lease agreements to determine if the capital asset should be recorded on the Fixed Asset Accounting system under the criteria established by the Federal Accounting Standards Board.

14.8 Control and Disposal

All assets determined to be no longer usable by departments are transferred to surplus or obsolete assets on the record keeping system. All departments have an opportunity to examine assets declared surplus for possible use before the assets are disposed of. The purpose of maintaining surplus is to give other departments within the government an opportunity to use existing equipment and possibly eliminate unnecessary purchases. Notification will take place before the physical movement of the assets. Disposal of all surplus assets must be approved by the Stephens County Board of Commissioners prior to disposal. All disposals must be reported on a Disposal of Asset form and sent to the Finance Department. All assets purchased by the Stephens County Board of Commissioners shall be disposed of by the Stephens County Board of Commissioners.

14.9 Assets may be disposed of as follows (coincides with Section 13):

- a. Auction. Periodically, the Finance Department in coordination with Department Heads and the County Administrator will prepare a list of surplus assets to be sold for approval by the Board of Commissioners. Once approved, an auction will be organized under the direction of the County Administrator. The Finance Department will accept and record all revenues from the surplus sale and allocate them to the appropriate fund.
- b. Donation. Donation of assets to other governmental persons or agencies must be coordinated with the County Administrator and Finance Department, and authorized by the Board of Commissioners. Completed transactions shall be reported in writing to the Finance Department.
- c. Sales. Sales other than Auction. Stephens County Board of Commissioner's approval is required prior to the individual sale of any asset. The Finance Department shall accept and record all revenues from sales of assets and allocate them to the appropriate fund.
- d. Dismantling. The breakdown of fixed assets for alternate use should be approved by the Department Head prior to dismantling. Assets that cannot be restored to serviceability without excessive repairs and determined to be no

longer operational may be stripped of parts for use in other areas. This must be approved by the Department Head and reported in writing to the Finance Department.

- e. **Trade-In.** The trade-in of a fixed asset must be approved by the department head or elected official and the County Administrator and reported in writing to the Finance Department.

Section 15

15.0 Definitions

1. **Advertisement/ Advertising:** The process of placing a request or solicitation for work in a newspaper, trade publication or plan room.
2. **Bids:** Quotes for the provision of a good or service or for the conducting of a project. Competitive estimates based upon a set of standards or specifications that each bidder must utilize.
3. **Contract:** A binding agreement between two or more persons or parties for the provision of a good or service. The document is drawn in conformance with applicable local, state and federal requirements.
4. **Immediate Family:** This term shall mean wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, aunt, uncle, nephew, niece, or cousins of the first generation. Also included are the step, half and in-law relationships as appropriate based on the above listing.
5. **Local Gazette:** The local newspaper designated by Board of Commissioners as the official newspaper of the Stephens County.
6. **Purchasing Agent:** That person or office designated within the charter as being responsible for the purchasing and procurement efforts of the County. The County Finance Director is designated as Purchasing Agent.
7. **Public meeting:** A meeting called by the unit of local government for the purpose of conducting the business of the County. A meeting that meets the requirements of the Georgia Open Meetings Act.
8. **Requests for proposals:**
 1. A request for proposal is a document prepared for the purpose of obtaining costs related to the provision of a service or conducting a project.
 2. It is a plan of work provided by a firm responding to such a request. A plan of work which tells us how that firm plans to achieve the objectives developed for the project.
9. **Requisition / Purchase Order(s):**
 1. A form or type of purchasing wherein a formal request for materials or supplies are made.
 2. A written request for something authorized but not made available automatically.
10. **Specifications:** A document prepared by an engineer, architect or other design professional. It includes technical information related to a specific project, the

acceptable level of materials and workmanship, the legal requirements related to the project, directions for preparing a submittal or bid for a project and other information pertinent to the undertaking and completion of a project.

Section 16

16.0 Authorized Signature

Check requests and ICF's for each department must be signed by person(s) authorized to do so, see listing that follows:

County Commissioners	County Administrator
Finance	Director
County Clerk	County Clerk
Clerk of Court	Clerk of Court
County Agent	County Agent
District Attorney	Assistant District Attorney
Emergency Management	Director
Elections	Elections Supervisor
Landfill	Supervisor
Magistrate	Chief Magistrate
Marshal	Chief Marshal
Probate	Probate Judge
Public Works	Director
Recreation	Director
Service Department	Road Superintendent
Senior Center	Director
Sheriff's Office	Sheriff
Jail	Sheriff
Tax Assessor	Chief Appraiser
Tax Commissioner	Tax Commissioner
*Volunteer Fire Departments	Department Chiefs
*Include the name of the Fire Department to be charged	

Section 17

17.0 Credit Card Use Policy

Stephens County Credit Card Use Policy

The purpose of this policy is to establish guidelines, internal controls, and accountability standards for the issuance and use of County-issued credit cards. The County recognizes that credit cards can improve efficiency and reduce administrative costs when used responsibly and in accordance with approved purchasing procedures.

This policy is intended to:

- a. Safeguard public funds;
- b. Prevent fraud, waste, and abuse;
- c. Ensure compliance with County purchasing policies and applicable laws; and
- d. Establish accountability for all cardholders and approving officials.

County credit cards are issued solely for official County business purposes. Credit cards shall not be used to circumvent purchasing procedures, procurement requirements, or budgetary controls. All purchases must serve a legitimate public purpose and comply with County purchasing policies.

Best practice guidance from state auditors and local government finance organizations highly recommends strong internal controls, spending limits, documentation requirements, and supervisory review for government credit card programs.

This policy applies to:

All County departments heads, all employees, and authorized users issued a County credit card; and all purchases made using County credit cards or purchasing cards.

17.1 Authorized Users

- a. Department Heads must justify the business need for each card requested.
- b. Employees issued a card must:
- c. Sign a Cardholder Agreement;
- d. Acknowledge responsibility for compliance with this policy.
- e. Cards shall be issued under the department head title.
- f. Sharing cards or account numbers is prohibited unless specifically authorized by Finance for emergency or departmental use.

17.2 Authorized and Unauthorized Use

County credit cards may be used for:

- a. Purchases for goods or services directly related to County business. This includes:
- b. Approved travel expenses, Registration fees, Fuel purchases, Office supplies, Small operational purchases, Emergency purchases, and Online purchases when purchase orders are impractical.
- c. All purchases must be budgeted, reasonable and necessary and comply with County purchasing policy and procedures.
- d. Purchase shall not be subdivided in an effort to circumvent the transaction limit.
- e. Card users shall not request or receive cash from vendors as a result of returns.
- f. All refunds or exchanges must be credited to the card account.

17.2.1 The following purchases are prohibited unless specifically authorized by the County Administrator and Finance Director:

- a. Personal purchases, Alcoholic beverages, Cash advances, Gift cards, Entertainment expenses not related to official business, Split purchases designed to avoid approval thresholds, Purchases for another employee without authorization, and Purchases subject to sales tax when tax exemption applies.
- b. Intentional misuse of a County credit card may result in disciplinary action, termination, repayment obligations, and possible criminal prosecution.

17.3 Spending Limits

- a. The Finance Director shall establish ,single transaction limits; monthly credit limits; and merchant category restrictions.
- b. Limits shall be based on operational necessity and reviewed periodically.
- c. The County reserves the right to suspend or revoke card privileges at any time.

17.4 Approval Requirements

- a. Purchases must receive supervisory approval prior to use when practicable.
- b. Department Heads are responsible for ensuring purchases are appropriate, funds are available and supporting documentation is complete.
- c. No employee may approve their own expenses outside the established threshold level.

17.5 Documentation Requirements

The following documentation is required for every transaction:

- a. Itemized receipt or invoice, business purpose, account coding, approval signature or electronic approval, required travel or procurement documentation.
- b. Credit card statements alone are not sufficient documentation.
- c. Lost receipts must be documented using a Lost Receipt Affidavit approved by the Department Head. Strong documentation and reconciliation procedures are widely recommended as key safeguards against misuse and fraud.
- d. All transactions are subject to open records act and subject to outside auditing firms.

17.6 Reconciliation and Review

- a. Cardholders shall reconcile all charges monthly.
- b. Reconciliations must be submitted to Finance on the established monthly deadline.
- c. Supervisors shall review and approve all reconciliations.
- d. Finance shall review statements for compliance with policy, proper documentation, budget compliance, suspicious or unauthorized transactions.

- e. The County may conduct periodic audits of all card activity.

17.7 Security and Safeguarding

- a. Cardholders are responsible for safeguarding County credit cards and account information.
- b. Cards shall not be stored in unsecured locations.
- c. Lost or stolen cards must be reported immediately to the issuing bank, the Department Head, and the Finance Department.
- d. Employees shall not store card information on unauthorized websites, systems or personal devices.

17.8 Separation of Employment

Upon termination, resignation, transfer, or reassignment:

- a. The employee must immediately surrender the County credit card to their supervisor or Finance Department.
- b. Final reconciliation must be completed prior to separation when possible.

17.9 Violations

Violations of this policy may result in:

- a. Revocation of card privileges;
- b. Written reprimand;
- c. Suspension or termination;
- d. Personal repayment of unauthorized charges; and/or
- e. Criminal or civil action.

17.10 Administration

The Finance Director is responsible for administration of this policy, including:

- a. Card issuance and cancellation;
- b. Monitoring compliance;
- c. Maintaining records;
- d. Establishing procedures necessary to implement this policy.

Section 18

18.0 Forms

The following forms shall be used where previously noted.

EXCESS EQUIPMENT DISPOSAL FORM

STEPHENS COUNTY, GA
Board of Commissioners



No Receipt Form

Date of Transaction: _____

Department: _____

Vendor: _____

Amount: \$ _____

Description of Purchase: _____

Reason for Missing Receipt: _____

Employee: _____

Signature: _____ Date: _____

STEPHENS COUNTY, GA

Board of Commissioners



INVOICE CODING FORM

Department Number

PO # (If Applicable)

Vendor Name

Entity / Fund

Account Number

Dollar Amount to Pay

\$

Period- Month / Year

Department Approval

☐ Do NOT Mail



Stephens County Board of Commissioners

Purchase Requisition/Check Request

P. O. Box 386
Toccoa, Georgia 30577
Telephone: (706) 886-9491
Fax: (706) 886-2185



Hold/Mail:

Date:

PHYSICAL SERVICE/ APPROVED

Dept:

To:

PO#:

Item #	Qty	Description	Unit Price	Total Price

Account to be Charged:

Funds Available:

Please include division and line item to be charged

If no, please submit justification to exceed budget

Signature:

(Department Head)

Please attach necessary documentation as outlined in purchasing policy.

STEPHENS COUNTY, GA

Board of Commissioners



PETTY CASH RECONCILIATION

DATE: _____

1. CASH ON HAND (PETTY CASH BOX) _____
2. TOTAL AMOUNT OF VOUCHERS (See Attached) _____
3. TOTAL CASH AND VOUCHERS (1 + 2 = 3) _____
4. TOTAL REQUIRED CASH BALANCE _____
5. *OVER/ (SHORT) (3 - 4 = 5) _____

*attach ICF if needed

COMMENTS:

APPROVED: _____

Department Head

APPROVED: _____

Finance Director

STEPHENS COUNTY, GA

Board of Commissioners



Stephens County Credit Card User Agreement

This Credit Card User Agreement ("Agreement") is entered into between Stephens County ("County") and the undersigned employee ("Cardholder").

The purpose of this Agreement is to establish the responsibilities and conditions for use of a County-issued credit card.

Cardholder Information

- Employee Name: _____
 - Department: _____
 - Position/Title: _____
 - Supervisor: _____
 - Last Four Digits of Card: _____
 - Date Issued: _____
-

Cardholder Acknowledgment

Employee Certification

I certify that I have received, read, and understand the County Credit Card Use Policy and this Agreement. I agree to comply with all requirements governing use of the County credit card.

Cardholder Signature _____ Date: _____

Finance Director/Authorized Issuer _____

By signing this Agreement, I acknowledge and agree to the following:

1. Official County Use Only

I understand that the County credit card is to be used solely for authorized County business purposes and may not be used for personal purchases under any circumstances.

2. Compliance with Policies

I agree to comply with:

- The County Credit Card Use Policy;
- County purchasing policies;
- Travel and reimbursement policies;
- Budgetary controls; and
- Any procedures established by the Finance Department.

I understand that use of the card does not exempt me from purchasing requirements or approval procedures.

3. Prohibited Purchases

I understand the following are prohibited unless specifically authorized:

- Personal purchases;
- Cash advances;
- Alcoholic beverages;
- Split purchases to avoid approval limits;
- Entertainment expenses unrelated to County business; and
- Any purchase prohibited by other County policies.

4. Documentation Requirements

I agree to submit complete supporting documentation for every transaction, including:

- Itemized receipts or invoices (no receipt form if needed);
- Business purpose;
- Required approvals; and
- Appropriate account coding on reconciliation form.

I understand that credit card statements alone are not sufficient documentation.

5. Security of Card

I agree to:

- Safeguard the County credit card and account number;
- Prevent unauthorized use;

- Not share the card or card number unless authorized; and
- Immediately report lost or stolen cards to the issuing bank, my supervisor, and the Finance Department.

6. Monthly Reconciliation

I agree to reconcile charges and submit all required documentation by the deadlines established by the Finance Department.

7. Repayment of Unauthorized Charges

- I understand that I may be personally responsible for repayment of unauthorized, improper, or undocumented charges.
- The County may pursue payroll deduction or other legal remedies as permitted by law.

8. Audits and Monitoring

I understand that all transactions are subject to review, audit, and public record requirements.

9. Disciplinary Action

I understand that misuse of the County credit card may result in:

- Revocation of card privileges;
- Disciplinary action up to and including termination;
- Repayment obligations; and/or
- Criminal prosecution.

10. Return of Card

I agree to immediately surrender the County credit card upon:

- Separation from employment;
- Transfer to another position if requested;
- Change in duties; or
- At the request by the County.

Quick Technologies, LLC
P.O. Box 94
Toccoa, GA 30577 US
+17064914781
notifications@quicktechllc.com



ADDRESS

Stephens County BOC
P.O. Box 386
Toccoa, GA 30577

Estimate 1110

DATE 09/17/2026

DESCRIPTION

QTY RATE AMOUNT

Labor To Implement Server/IT upgrades for the Detention Center

500 150.00 75,000.00

Please Remit Payments To:
Quick Technologies, LLC
PO Box 94
Toccoa, GA 30577
Thanks For The Opportunity!

SUBTOTAL
TAX

75,000.00
0.00

TOTAL

\$75,000.00

Accepted By

Accepted Date

350 - 33000 - 542400

If you have any questions concerning this quote, don't hesitate to give us a call. (706) 886-TECH (8324)

JWL Transit, Inc. dba Lanier Grading

317 Shoreside Drive
Martin, GA 30557

Invoice

Date	Invoice #
9/24/2026	1616

Bill To
Stephens Co. Board of Commissioners Jail

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	Raising manhole, grading parking lot and putting gravel on parking lot. Hauling off asphalt.	14,565.00	14,565.00
		Total	\$14,565.00

Shipping Location
Direct Loads
Order Date
09/21/2026
Deliv Date
09/21/2026

Invoice
Acree Oil Co
272 W. Currahee St.
P.O. Box 699
Toccoa, GA 30577

Invoice Number
784675B
Bill Date
09/21/2026
Due/Draft Date
10/21/2026

Phone: (706) 886-2838 Fax:

Bill To
Stephens County Comm. P.O. Box 386 Toccoa, GA 30577

Ship To
Stephens County Road Department Stephens County Road Depa 1597 Senic Drive Toccoa, GA 30577

PO#/Cust	Lic Number	Manifest	Contact/Notes	Driver/Carrier	Terms
PO#: 37882 Account#: 75020	#####0887	784675B		Stephens Oil Company	Net 30 days

Product	Item	UOM	PAC	Description	QTY Ordered	QTY Delivered	Price/Amt	Discount	Freight	Product Ext
11		Gallons	<u>3459</u>	Ultra Low Sulfur Diesel	3,459.0	3,459.0	5.29330	0.00000	0.00000	18,309.52
				GA State Road Diesel Govt.			0.373000			1,290.21
				GUST			0.007500			25.94
				Fed Oil Spill .002143			0.002140			7.41
				Distillates						

Remit To:
Acree Oil Co 272 W. Currahee St. PO Box 699 Toccoa, GA 30577

Total Product Ordered :	3,459.000
Total Product Delivered :	3,459.000

Contact of file:

bwalker@stephenscountyga.ga

Product Total :	18,309.52
Discount Total :	0.00
Freight Total :	0.00
Tax Total :	1,323.56

order@acreeoil.com

Total Invoice to Remit: 19,633.08

Subject to correction of clerical errors!

Shipping Location
Direct Loads
Order Date
09/21/2026
Deliv Date
09/21/2026

Invoice
Acree Oil Co
272 W. Currahee St.
P.O. Box 699
Toccoa, GA 30577

Invoice Number
784675A
Bill Date
09/21/2026
Due/Draft Date
10/21/2026

Phone: (706) 886-2838 Fax:

Bill To
Stephens County Comm. P.O. Box 386 Toccoa, GA 30577

Ship To
Stephens County Road Department Stephens County Road Depa 1597 Senic Drive Toccoa, GA 30577

PO#/Cust	Lic Number	Manifest	Contact/Notes	Driver/Carrier	Terms
PO#: 37881 Account#: 75020	#####0887	784675A		Stephens Oil Company	Net 30 days

Product	Item	UOM	PAC	Description	QTY Ordered	QTY Delivered	Price/Amt	Discount	Freight	Product Ext
07		Gallons	4422	89 E-10 Gasoline	4,422.0	4,422.0	3.54080	0.00000	0.00000	15,657.42
				GA State Road Gasoline Govt.			0.333000			1,472.53
				GUST			0.007500			33.17
				Fed Oil Spill .001929			0.002140			9.48

Remit To:
Acree Oil Co 272 W. Currahee St. PO Box 699 Toccoa, GA 30577

Total Product Ordered :	4,422.000
Total Product Delivered :	4,422.000

Contact of file:

bwalker@stephenscountygga.gr

Product Total :	15,657.42
Discount Total :	0.00
Freight Total :	0.00
Tax Total :	1,515.18

order@acreeoil.com

Total Invoice to Remit: 17,172.60

Subject to correction of clerical errors!

Q U O T A T I O N

PAGE: 1

SOUTHEASTERN OUTDOOR POWER
EQUIPMENT LLC
430 SOUTH RICHARDSON DRIVE
Somerset , KY 42501
Phone #: (606)872-9899

PHONE #:
CELL #: (706)886-2412
ALT. #:
P.O.#:
TERMS: Net 30
SALES TYPE: Quote

DATE: 9/30/2026
ORDER #: 6378
CUSTOMER #: 101452
CP: AaronR
LOCATION: 1
STATUS: Active

BILL TO 101452

STEPHENS COUNTY PUBLIC WORKS
GA USA

SHIP TO

STEPHENS COUNTY PUBLIC WORKS
GA USA

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
	SNOWTSA 1250	1250 Gal Tank & Skid GAS, ELEC START, DELUXE CONTROL, GPS	3	\$14,292.72	\$14,292.72	\$42,878.16
****	MISC	BRM-175 BOOM MOUNT	3	\$552.37	\$552.37	\$1,657.11
****	DELIVERY-MATERIAL	DELIVERY - MATERIALS	1	\$1,000.00	\$1,000.00	\$1,000.00

Prices reflected on this quote are valid for 14 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL:	\$45,535.27
TAX:	\$0.00
ORDER TOTAL:	<u>\$45,535.27</u>

Authorized By: _____



AUTO PARTS

700001564
NAPA Auto Parts - ATL564
120 E Currahee St.
Toccoa, GA 30577
(706) 886-6848

QUOTE

Date : 10/07/2026

Time : 10:52

Page : 1 / 1

Order # 334843

Quote For

50641
STEPHENS COUNTY COMMISSION
P O BOX 386
TOCCOA, GA 30577-0000

Quote By

Quote By : 33 , Noah
Sales Rep : 0 , Salesman
Quote Date : 10/07/2026
Quote : 2578

Part Number	Line	Description	Quantity	Price	Net	Total	Taxable
6191611	BUY	1065 GAL ANTI-ICE SYSTEM	3.00	20,733.33	17000.0	51,000.00	DP
9021000	BUY	ANTI-ICE GPS SYTEM	3.00	3,966.67	3400.0	10,200.00	DP

**** Prices and Taxes Subject to Change Without Notice ****

Attention : ANTI-ICE SYTEM

PO# :

Subtotal	61,200.00
Tax Estimated Using	
TABLE - 7 7.0000%	0.00
Quote Total	61,200.00



**JACKSON COUNTY
SHERIFF'S OFFICE**

555 Stan Evans Dr.
Jefferson, Georgia 30549

Main: 706.367.8718
Fax: 706.387.6010
Tip Line: 706.367.3784

September 08, 2026

To: Stephens County Sheriff's Office
70 N. Alexander Street, Suite 205
Toccoa, Georgia 30577

From: Jackson County Sheriff's Office

Re: Housed Inmate Billing

Amount Due: **\$17780.00**

Please find the enclosed list of inmates housed for your agency in the month of August 2026.

Please submit payment for these charges to **Jackson County Sheriff's Office, Attention: Sheryl Davis**. If you have any questions or concerns, please contact Sheryl Davis at 706-387-6014 or sdavis@jacksoncountysheriff.us. You may also contact me at 706-387-6106 or rknox@jacksoncountysheriff.us.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rodericus Knox", with a date stamp "9/8/26" to the right.

Capt. Rodericus Knox
Jail Commander
555 Stan Evans Drive
Jefferson, Georgia 30549