

## **Highlands County Board of County Commissioners Prompt Payment Policy**

### **Purpose**

The Highlands County Board of County Commissioners (“Board”) reaffirms its commitment to ensuring that vendors and contractors who provide goods and/or services requisitioned by the Board and its employees for Highlands County, a political subdivision of the State of Florida (“County”), receive payment for such goods and/or services on a timely basis pursuant to this Prompt Payment Policy and the Local Government Prompt Payment Act, Part VII of Chapter 218, Florida Statutes (“Local Government Prompt Payment Act”). This Prompt Payment Policy is adopted in an effort to:

1. Provide requirements to ensure that the County issues prompt payment of a proper invoice to a vendor or contractor;
2. Provide requirements for action by the County upon receipt of a payment request or invoice;
3. Provide invoicing requirements for vendors and contractors to ensure invoices contain sufficient detail; and
4. Establish and provide procedures for the dispute resolution process with vendors and contractors concerning payment of payment requests and invoices.

### **Scope**

This Prompt Payment Policy applies to all operations of the Board.

### **Generally**

The Board hereby establishes this Prompt Payment Policy in accordance with the Local Government Prompt Payment Act; provided, however, that this Prompt Payment Policy shall supersede the Local Government Prompt Payment Act to the extent the standards of this Prompt Payment Policy are more exacting.

The Board hereby delegates to the County Administrator, or his or her designee, the responsibility for execution of this Prompt Payment Policy.

### **Receipt of Payment Request or Invoice**

All payment requests or invoices received by the Board shall be marked as received on the date on which it is delivered to the agent, employee, facility or office of the Board designated in the contract, agreement or purchase order, or, if otherwise undesignated, the payment request or invoice shall be delivered to:

Highlands County Board of County Commissioners  
Attn: Business Services Director  
600 South Commerce Avenue  
Sebring, FL 33870

### **Requirements of a Proper Invoice**

The requirements of a proper invoice (“Proper Invoice”) shall be set forth in the agreement or contract governing the purchase. However, no invoice shall be considered a Proper Invoice unless

the invoice is an original invoice, is delivered to the Board in accordance with the contract, agreement or purchase order, and sets forth the following information:

1. The invoice shall set forth the name of the business organization that is recited in the County purchase order; and
2. The invoice shall set forth the date of its preparation; and
3. The invoice shall set forth an identifying number to facilitate identification of the invoice; and
4. The invoice shall set forth a description of the goods or services or property provided to the County; and
5. The invoice shall set forth the part or item number for each item or part delivered; and
6. The invoice shall set forth the delivery terms set forth within the County's purchase order; and
7. The invoice shall set forth the location and date of delivery of the goods or services or property to the County; and
8. The invoice shall set forth the quantity of the goods or services or property provided to the County; and
9. The invoice shall set forth the unit price of the goods or services or property provided to the County; and
10. The invoice shall set forth the extended total price of the goods or services or property provided to the County;
11. The invoice shall set forth all applicable charges and discounts; and
12. The invoice shall not request or charge sales tax.

### **Timeline of Payment for Construction and Non-Construction Services**

Payment of a Proper Invoice shall be in the following manner:

1. Construction Services – Payment of a Proper Invoice in connection with Construction Services, as defined by Section 218.72(2), Florida Statutes, shall be paid pursuant to Sections 218.735 and 218.74, Florida Statutes.
2. Non-Construction Goods and Services – Pursuant to Section 218.74, Florida Statutes, payment of a Proper Invoice in connection with Non-Construction Services shall be made within forty-five (45) days after the date specified in Section 218.73, Florida Statutes.

### **Construction Services Retainage**

Retainage of payment for construction services shall be held in accordance with, and pursuant to, Section 218.735, Florida Statutes.

### **Dispute Resolution Procedure**

If a dispute arises between a vendor or contractor and the Board's Purchasing Department concerning payment of a payment request or invoice, the dispute shall be finally determined by the County Administrator, or his or her designee, utilizing the following procedure:

1. The County Administrator, or his or her designee, shall commence proceedings to resolve the dispute within forty-five (45) days after the date the payment request or Proper Invoice was received by the Board.
2. The County Administrator, or his or her designee, shall receive and consider all information and documents submitted by the Board's Purchasing Department and the vendor or contractor.

3. The County Administrator, or his or her designee, shall make a final decision, in writing, within sixty (60) days after the date the payment request or Proper Invoice was received by the Board and shall promptly transmit that final decision to the Board's Purchasing Department and the vendor or contractor.

**Report of Interest**

If the total amount of interest paid pursuant to Part VII of Chapter 218, Florida Statutes, during the preceding fiscal year exceeds two hundred and fifty dollars (\$250.00), the County Administrator shall, during December of each year, report to the Board the number of interest payments made by the Board during the preceding fiscal year and the total amount of such payments made under Part VII of Chapter 218, Florida Statutes.

**Payment Authorization**

The Board hereby authorizes the Highlands County Clerk of Courts to make payment to any vendor or contractor who provides a Proper Invoice in accordance with, and pursuant to, the Local Government Prompt Payment Act.