

**ORDINANCE NO. 459.4****AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING ORDINANCE****NO. 459.3 ESTABLISHING PURCHASING POLICIES AND PROCEDURES**

The Board of Supervisors of the County of Riverside, State of California, do ordains as follows:

**Section 1. PURCHASING AGENT.**

The Department of Purchasing, which shall operate as a division of the General Services Agency, is established, headed by the Purchasing Agent, who shall also be known as the Deputy Director for Purchasing and Material Services, and who shall have the powers and duties prescribed by law for County Purchasing Agents, this ordinance, and other ordinances, resolutions and orders of the Board of Supervisors.

**Section 2. SPECIFIC DUTIES.**

The Purchasing Agent shall administer his department, its stores, funds and accounts, and, except as otherwise provided herein, or by law, or by specific order of the Board of Supervisors, shall:

- a. Purchase for the county and its departments all personal property.
- b. Rent or lease for the County and its departments all personal property, provided that any lease for longer than one year shall first be approved by the Board of Supervisors.
- c. Engage independent contractors to perform services for the County and its departments, including the furnishing of material, subject to statutory limits and procedures.
- d. Sell or exchange any item of personal property declared surplus to County needs.
- e. Perform the above services for special districts organized under general law within the County and governed ex officio by the Board of Supervisors.
- f. Make purchases and dispositions of personal property for other public officers or agencies pursuant to authority of law.
- g. Allow participation at their will by cities and other independent political subdivisions in continuing purchase contracts of the County, the provisions of which so permit, subject to such conditions as he deems necessary, including adoption by the governing body and filing of a true copy with him of a resolution which requests the privilege of participating and provides that for the period of such participation the subdivision:
  - (1) will make all purchases in its own name, for public use only;
  - (2) will be responsible for payment directly to the vendor and for tax liability, and will hold the County harmless therefrom. He may terminate any such participation on reasonable notice for willful violation of the terms of such resolution or other conditions, or if required to do so pursuant to the contract with the vendor.
- h. Perform such other services as the Board of Supervisors requires.

i. To the extent that he determines it to be advantageous to the County, participate in cooperative purchasing through State contracts or in association with other State or independent local entities, provided that any such arrangement for longer than one year shall first be approved by the Board of Supervisors.

j. To comply with bidding procedures and award construction contracts for public works in accordance with law applicable to any such contract in an amount not exceeding \$10,000, or such other maximum as may be fixed by or pursuant to statute, and subject to any necessary delegation of authority by the Board of Supervisors.

### **Section 3. CENTRAL PURCHASING; EXCEPTIONS.**

No purchases as described in Section 2 shall be made by any County officer or employee without a purchase order or other written authority first obtained from the Purchasing Agent, except the following:

- a. Advertising;
- b. Election supplies;
- c. Legal brief printing, transcripts, and the like;
- d. Road construction contracts;
- e. Subscriptions to publications;
- f. Insurance;
- g. Public utility services;
- h. Common carrier transportation;
- i. Ordinary travel expense items;
- j. Items exempt by law or by specific order of the Board of Supervisors;
- k. Emergency purchases, which shall be limited to those immediately necessary for protection from substantial hazard to life or property, or occasions when the Purchasing Agent or one of his assistants is not accessible and the need is unforeseeable and immediate for continued operation of a County function. Every emergency purchase shall be promptly reported to the Purchasing Agent with the facts constituting the emergency;
- l. Government publications and lawbooks;
- m.. Postage, including postal supplies and services.

**Section 4. BIDDING PROCEDURES.** Except as required by law, the Purchasing Agent may make any purchase of personal property or perform any other act hereunder without notice, advertisement or securing competitive bids. The Purchasing Agent shall notify the Board of Supervisors prior to the purchase or acquisition of any item or service costing more than \$25,000 made without securing competitive bids. He or she shall also report to the Board within four weeks, with his or her reasons, the purchase of any item costing over \$2,500 from other than the lowest responsive and responsible bidder. In the performance of his or her functions hereunder, the Purchasing Agent shall comply with all applicable statutes, ordinances, and regulations. In making purchases he or she shall use such methods and procedures as in his or her judgment will secure the lowest price consistent with the quality desirable for the use intended and the needs of the requisitioning officer.

**Section 5. AVAILABILITY OF FUNDS.** Except as to purchases initiated by him, the Purchasing Agent shall have

no responsibility to determine that funds are budgeted or available for any purchase, and this responsibility shall belong to the officer signing the requisition.

**Section 6. SURPLUS PROPERTY.** Any item of personal property may be declared surplus to County needs by the using officer if concurred with by the Purchasing Agent. The Purchasing Agent shall maintain a pool of extra equipment deemed usable and shall make it available to any department having a need. In disposing of surplus property, the Purchasing Agent shall use such methods and procedures as in his judgment will return the greatest value to the County.

**Section 7. STANDARDS.** The Purchasing Agent may organize one or more committees to assist him in establishing standards of type, design, quality or brand of purchases. He shall be the chairman of any such committee, which may include the heads of using departments, or their representatives, and others concerned. As to purchases for special needs or particular uses, the Purchasing Agent shall consult with and give consideration to the recommendations of the department head making the requisition.

**Section 8. DEMOLITION OR REMOVAL OF BUILDINGS.** Upon order of the Board of Supervisors, the Purchasing Agent shall arrange for the demolition or removal of County buildings, either by sale or contract, on a formal or informal competitive bid basis, or by County forces if he determines that method to be more advantageous to the County.

**Section 9. DEPARTMENTAL COOPERATION.** A County department head who is evaluating for procurement a new product, system or service having substantial cost, which is within the scope of his technical or professional expertise, and which is likely to require acquisition through the Purchasing Agent, shall keep the Purchasing Agent informed of the nature and progress of the evaluation from the outset.

**Section 10. APPLICABILITY.** Except as otherwise provided by law, this ordinance shall apply on behalf of special districts within the County which are governed ex officio by the Board of Supervisors.

**ADOPTED: 10-5-59 (Eff.: 11-04-59)**

**AMENDED: 459.1 (Eff.: 07-01-74)**

459.2 (Eff.: 06-07-85)

459.3 (Eff.: 10-2--90)

459.4 (Eff.: 05-20-93)