AN ORDINANCE AMENDING CHAPTER 22 OF THE SOLANO COUNTY CODE
RELATING TO PURCHASING

Whereas, revisions to the Solano County Code related to purchasing are necessary in order to clarify purchasing activities and the administration of the County’s Purchasing Manual.

The Solano County Board of Supervisors ordains as follows:

Section 1. Section 22-11 of Chapter 22 of the Solano County Code is amended as follows:

Section 22-11 Purchasing Agent

Pursuant to Government Code section 25500 et seq., there is hereby created the office of purchasing agent. The purchasing agent in this county shall be the County Administrator director of general services. The purchasing agent shall be vested with such powers, duties and responsibilities as are prescribed by state law and this chapter. The County Administrator director of general services may delegate all or a portion of the duties to his/her designee.

Section 2. Section 22-15 of Chapter 22 of the Solano County Code is amended as follows:

Section 22-15 Purchasing Procedures

The Purchasing Agent shall establish methods and procedures for the functioning of the purchasing division.

(a) The Purchasing Agent shall prepare a purchasing procedure manual which sets forth the rules and regulations for the administration of this chapter. Upon approval by the board of supervisors and filing a copy of the procedures manual with the clerk to the board, by and through the Purchasing Agent, the rules and regulations contained in the manual shall have the same force and effect as the provisions of this chapter.

The purchasing procedure manual shall include such rules and regulations as are necessary to implement the provisions of this chapter, including, but
1. Procedures under which purchases without competitive bidding will be considered, approved and authorized.

2. Procedures for the identification and approval, without competitive bidding, of purchases of patented or proprietary items.

3. Procedures for the competitive bidding of personal property obtained in two or more equally satisfactory and competitive makes, brands, or types.

4. Procedures for the standardization of personal property common to the needs of, and required by two or more County departments or using agencies.

5. Procedures for the establishment and maintenance of lists of bidders, prequalified or otherwise.

6. Procedures for providing reasonable notice soliciting bid proposals.

7. Procedures for providing equal access to businesses owned by minorities, women, and disabled persons (WBE/DBE).

8. Procedures for the award of bid.

9. Procedures for the implementation of joint purchasing policies and procedures with other public agencies.

The manual shall be completed within a reasonable time following the approval of this ordinance. The completion date for the manual shall be set by the County administrator, acting through the Purchasing Agent.

All provisions of the manual shall be subject to modification by the board of supervisors through the adoption of a resolution. Any modification to the manual by the board shall take effect immediately. Purchasing Agent may make technical corrections without Board approval.

(b) The Purchasing Agent shall develop and maintain standard purchasing forms, conditions of invitations to bid, purchase orders, and purchase contracts, with approval as to form and legal sufficiency by County Counsel.

Section 3. Section 22-24 of Chapter 22 of the Solano County Code is deleted in its
Section 4. This ordinance shall take effect thirty (30) days after its passage.

Section 5. A summary of this ordinance shall be published once within fifteen (15) days after its adoption, in the Fairfield Daily Republic, a newspaper of general circulation in Solano County.

Passed and adopted by the Solano County Board of Supervisors on August 10, 2004, by the following vote:

AYES: SUPERVISORS Forney, Kromm, Vasquez, and Chairman Silva

NOES: SUPERVISORS None

EXCUSED: SUPERVISORS Kondylis

ATTEST:
Michael D. Johnson, Clerk
Board of Supervisors

By: Deputy

Introduced: July 27, 2004
Adopted: August 10, 2004
Effective: September 10, 2004