ORDINANCE AMENDING CHAPTER 22 OF THE CODE OF SOLANO COUNTY CONCERNING PURCHASES

The Board of Supervisors of Solano County, State of California, does ordain as follows:

SECTION 1:
Chapter 22 of the Code of Solano County is amended to read as follows:

SECTION 22-4: SAME — POWERS AND DUTIES GENERALLY; PURCHASES BY UNAUTHORIZED PERSONS.

The purchasing agent shall have the duties and powers prescribed by laws of the state relating to county purchasing agents, this chapter and implementing resolutions of the board of supervisors which may be adopted from time to time pursuant to this chapter. Except as may be permitted pursuant to this chapter, no purchase by any person other than the purchasing agent or his designated deputies or assistants shall be binding upon the county or constitute a lawful charge against any county funds. The purchasing agent shall:

(a) Purchase on behalf of the county and its offices all materials, supplies, furnishings, livestock, equipment and other personal property of whatever kind and nature, except as may be limited by this chapter and state statute. Supplies otherwise excluded by law and services and materials furnished "in kind" in lieu of cash to indigents are hereby specifically excluded.

(b) Rent on behalf of the county, furnishings, equipment, livestock and other personal property, except road equipment which the road commissioner is authorized by law to rent.

(c) Negotiate and execute in the name of the county all equipment service contracts and lease purchase agreements.
of personal property.

(d) Negotiate and execute in the name of the county as lessee all rentals of real property as the board of supervisors may authorize and direct.

(e) Sell any personal property belonging to the county and found by the board of supervisors not to be required for public use; or when purchasing personal property or contracting for services, accept advantageous trade-in allowances for such property not further required for public use.

(f) Store, repair and reissue surplus material, supplies and equipment of one department which may be used advantageously by other departments.

(g) Engage independent contractors to perform contractual services for the county and the offices thereof, with or without the furnishing of material, which are required by the county government but not furnished by its own employees, where the aggregate cost does not exceed two thousand dollars; provided that this shall not apply to contracts to do work upon the public roads of the county, contracts to print legal briefs or legal notices, contracts for reporters' services or transcripts, contracts for expert services to be rendered the offices of the district attorney, county counsel or sheriff, contracts for appraisers' services, contracts for consultants and other experts employed directly by the board of supervisors, contracts for other services which by law some other officer or body is specifically charged with obtaining or contracts for personal services by attorneys, physicians, architects, engineers, consultants or other individuals or organizations possessing a high degree of technical skill.

(h) Operate a central store as the board of supervisors may establish for commonly used supplies as required.
to take advantage of quantity purchases.

(i) Administer such central services in the purchasing department as the board of supervisors may hereafter establish and coordinate central services offered by other departments as directed by the board of supervisors.

(j) Establish and maintain a bidder list consisting of prospective bidders who are sources of supply for the various categories of commodities repetitively purchased for county use.

(k) Furnish the board of supervisors with such reports and information as the board of supervisors may from time to time require.

(l) Purchase on behalf of the county and its offices, furnishings, materials, supplies and employ independent contractors used in the construction or repair of the works specified in Section 25450 of the Government Code costing not more than $4,000.00 in total.

SECTION 22-5. REQUISITIONS; ESTIMATES OF NEEDS OF USING AGENCIES.

(a) All departments or other organizational units of the county shall submit to the purchasing agent requisitions for the supplies, materials, equipment and contractual services as required for their operations and for the purposes and within the limits of funds appropriated therefor. The purchasing agent, after reviewing any such requisition, may require from the head of the requesting department, a justification of the quantity or quality requisitioned.

The purchasing agent shall not be responsible for, nor obligated to ascertain, the limits of making of expenditures or the incurring of liabilities to the amount of the appropriations allowed by the budget for such requisitioning departments or other organizational units of the county. Sections 29120 and 29121 of the Government Code of the state shall apply thereto.
(b) The purchasing agent shall not issue purchase orders for material, supplies, equipment and services of any type in excess of requisitions of the various departments related thereto and the unencumbered amount of purchasing agent's stores account.

(c) All departments and other organizational units shall file with the purchasing agent estimates of their requirements for supplies, materials, equipment and contractual services in such form, at such time and for such future periods as the purchasing agent may require.

(d) All departments and other organizational units, where the cost of construction or repair of public buildings does not exceed $4,000.00 as set forth in Sections 25450 and 25457 of the Government Code shall file with the purchasing agent estimates of their requirements for supplies, and materials and the employment of independent contractors for such construction work.

SECTION 22-6: COMPETITIVE BIDDING -- REQUIREMENTS ESTABLISHED.

(a) Construction work on public buildings not exceeding $4,000.00 need not be done by contract and the purchase of supplies and materials and employment of independent contractors relating thereto may be made by the purchasing agent and need not be based on the competitive basis or quotations. If the amount involved exceeds $4,000.00 then, a competitive basis must be used and formal sealed bids shall be solicited and award made by the board of supervisors.

(b) It is the policy of the county that wherever feasible, purchase of and contracts for supplies, equipment and other items of personal property shall be based on competitive bids or quotations.
(1.) If the amount of any purchase would exceed an estimated two thousand dollars or if bids are solicited on a term basis, formal sealed bids shall be solicited which shall be awarded by the board of supervisors.

(2.) Purchases anticipated to cost less than two thousand dollars may be made on the basis of informal bids or quotations which shall be solicited from at least three bidders whenever practicable unless in the opinion of the purchasing agent no savings will be effected thereby.

(c) Bids shall be awarded to the lowest responsible bidder; provided, that quality offered, delivery terms and service reputation may be taken into consideration in determining the lowest responsible bid; provided further, that price, quality, service and other criteria being equal, preference shall be given to a responsible local bidder who regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in the county.

(d) The board of supervisors or the purchasing agent, as the case may be, may reject any or all bids in whole or in part and may waive any irregularities in any bid when the public interest will be served thereby.

(e) Nothing contained in this section shall prevent the board of supervisors from, by resolution, limiting the area from which competitive bids will be sought and accepted when the area so established will offer sufficient competition with regard to the item or items sought to be purchased by the county.

SECTION II:
This ordinance shall be published once before the expiration of fifteen (15) days after its passage in the Vallejo Times Herald, a newspaper of general circulation.
printed and published in the County of Solano and shall be in full force and effect thirty (30) days after its passage.

WALLACE L. BRAZELTON, Chairman of the Board of Supervisors of the County of Solano, State of California

ATTEST:
NEIL CRAWFORD, County Clerk and ex-officio Clerk of said Board of Supervisors.
By  [Signature]
Deputy Clerk

I, NEIL CRAWFORD, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Solano, State of California, hereby certify that the above and foregoing Ordinance was regularly introduced, passed and adopted at a regular meeting of said board on the 26 day of Jan., 1971, by the following vote:

AYES:  SUPERVISORS
Chu, Mosington, Baggott

NOES:  SUPERVISORS

ABSENT:  SUPERVISORS

WITNESS my hand and the Official Seal as such Clerk this 26 day of Jan., 1971.

NEIL CRAWFORD, County Clerk
By  [Signature]
Deputy Clerk