

TITLE 4

PURCHASING POLICIES

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4.02.01 Sole Source Purchase

All requests for sole source purchases shall be submitted to the Board of Supervisors in writing. Such requests shall contain proposed findings of fact sufficient to justify the sole source purchase. All such requests shall be reviewed by the County Counsel prior to submission to the Board.

4.02.02 Duplicate Bids

The Board of Supervisors may require bids and proposals to be submitted in duplicate.

4.02.03 Deadline for Submission of Bids

A. For purchases of supplies or equipment estimated to cost more than \$20,000, the notice to bidders shall provide for not less than a four-week response time, unless the Board otherwise directs. For purchases of equipment or supplies estimated to cost more than \$1,000,000, the notice to bidders shall provide for not less than a six-week response time.

B. For public works projects estimated to cost more than \$75,000, the notice to bidders shall provide for not less than a four-week response time. For public works projects estimated to cost more than \$1,000,000, the notice to bidders shall provide for not less than a six-week response time.

C. Bids shall be submitted no later than 12:00 noon of the working day prior to the time set for opening such bids.

4.02.04 Bid Bonds

A. In the case of public projects in excess of \$10,000, all bidders shall submit a bid bond equal to ten per cent (10%) of the bid.

B. Immediately after bids are opened or as soon thereafter as practical, the Department shall deposit any checks received pursuant to subdivision (A) into a special account established for such purpose by the Glenn County Finance Director.

C. Claims for refund of checks deposited in the special account pursuant to paragraph (B) above shall be processed by the department.

4.02.05 General Provisions

A. When funds are received from a State or Federal agency and are subject to conditions of the distribution agency, any policies herein that are in conflict with the conditions for receipt of funds may be waived by the department head by noticing the Board in writing of the conflict.

B. When the department head certifies on the contract document that adequate unexpended funds are available in the department budget and subject to the general provisions, and notwithstanding Section 9.02.01 of this Manual, the following exceptions to this Title are permitted:

1. District Attorney/Sheriff

The District Attorney or Sheriff may contract for services and supplies necessary for:

- a. The detection of crime and the prosecution of criminal cases. (Gov. Code Sec. 29601(b))
- b. The support and maintenance of persons charged with or convicted of crime and committed to the County Jail. (Gov. Code Sec. 29602)

2. County Counsel

The County Counsel may contract for services and supplies necessary to prosecute and defend civil cases. (Gov. Code Sec. 29601(b)(2). See also Sec. 26529).

3. County Clerk

The Clerk in providing the materials required by Division 8 of the Elections Code need not follow the County purchasing procedures. Such expenses are County charges. (Elections Code Sec. 10000).

4. Legal Notices

Legal notices that are required to be posted, published or served pursuant to any statute, ordinance or these policies may be so posted, published or served by the officer specified without specific authority from the Board.

5. Health Services, Human Resources Agency, Public Works and Development Services Agency, and Department of Child Support Services Directors.

- a. The Directors of Health Services, Human Resources Agency, Public Works and Development Services Agency, and Department of Child Support Services may execute agreements upon approval as to form by the County Counsel, such as:
 - (1) Other agreements or procedural documents upon a written justification and upon approval by the County Finance Director.
 - (2) Contracts for which the County receives services or funds and for which there is no County match.
 - (3) Operational agreements with other agencies within the County.
- b. The Directors of Health Services, Human Resources Agency, Public Works and Development Services Agency, and Department of Child Support Services may execute agreements without seeking approval as to form by the County Counsel, such as:
 - (1) Intra-agency financial audit trails.
 - (2) Non-financial operational agreements with other agencies within the County.
 - (3) Non-financial cooperative agreements.
 - (4) All direct client payments, including vouchers, when the client payment is otherwise directed by law or authorized by the Board of Supervisors.

6. Public Works Director

The Public Works director may execute the following agreements subject to approval as to form by the County Counsel:

- a. Road maintenance agreements.
- b. Dealer service and supply contracts.
- c. Road improvement agreements (deferred payment).
- d. Equipment and rental or lease agreements.
- e. Geophysical permits.
- f. Agreements for deposit of funds in lieu of construction of improvements pursuant to road improvement agreements and release of lien.
- g. To remove gravel and material from gravel pits.

7. Health Services Director

The Health Services Director is authorized to execute subject to approved as to form by the County Counsel:

- a. Residential care contracts.
 - (1) For long and short-term residential care for clients of Mental Health Services.
 - (2) For residential recovery care for clients of substance abuse services.

- b. Contracts to provide health services:
 - (1) Personal service contracts with qualified health care professionals except for the county Health Officer.
 - (2) State of California contracts when the County receives money and there are no requirements for County matching funds.
 - (3) School District contracts where the county receives money and there are no requirements for County matching funds.
- c. Ancillary health services (for Mental Health, Substance Abuse, and Public Health Departments):
 - (1) Pharmacies.
 - (2) Laboratories.
 - (3) Orland Family Health Clinic.

8. Probation Department

The Probation Department is authorized to purchase services and supplies necessary for the support and maintenance of juveniles held in the Glenn county Juvenile Detention Facility. The probation Department shall not purchase supplies or services unless there are unexpended funds available in the department budget to pay for such purchases.

9. Department of Agriculture

The Agriculture Commissioner/Sealer of Weights and Measures/Air Pollution control Officer is authorized to execute the following:

- a. Contracts with the State of California which entitle the county to receipt of State funds, when there is no County match required.
- b. Contracts with the Agricultural Trade Association which entitle the county to receipt of State funds, when there is no County match required.
- c. Contracts with the Air Pollution Basin Control Council which entitle the county to receipt of State funds, when there is no county match required.
- d. Contracts that provide:
 - (1) Seed certification agreements.
 - (2) Apiary inspection agreements.
 - (3) Agricultural and vegetable seed inspection.
 - (4) Petroleum product inspection.
 - (5) Weights and measures augmentation.
 - (6) Tri-county Bee notification service agreement.
 - (7) Pesticide use reporting agreement.
 - (8) Worker safety inspection.
 - (9) MOU with the structural pest control board.
- e. All agreements are subject to review and approval by the County Counsel as to form, and when County funds are expended, shall include a certification that sufficient unexpended funds are available in the department budget to fund the agreement.

4.02.06 Delegation to Assistant

All purchases by an agency shall be made by the department head unless the department head has delegated in writing such authority to an assistant and a copy of the delegation is on file with the Finance Director and Clerk of the Board of Supervisors.

Department heads must also delegate assistants to:

- a. Authorize payroll
- b. Pickup payroll and department checks.

All delegations shall be made in writing on forms provided by the Department of Finance.

4.02.07 Favorable Price

The department head shall procure the best price for the supplies and fixed assets purchased by him that can be reasonably obtained, taking into account quality and efficient operation of the department. Whenever price and quality are equal, department heads shall purchase supplies and fixed assets from vendors located within the County. Should a centralized purchasing system be implemented in the County, purchases shall be made as provided in the centralized purchasing policy. Use of buying cooperatives, GSA catalogue pricing, and/or California Multiple Award Schedule pricing satisfies the requirement for solicitation of bids to ensure that the lowest prices are obtained for comparable goods and services.

4.02.08 Automobile Purchasing Policy

Every department head desiring to purchase for his or her department any automobile, truck, or other vehicle powered by gasoline, diesel, or similar engine shall consult with and engage the assistance of the Service Center Manager who shall either appear at the Board meeting at which the request for purchase will be considered or submit a written recommendation for the Board to consider.

4.02.09 Contracts with Private Architects, Engineering, Land Surveying, and Construction Project Management Firms

The selection of Private Architects, Engineering, Land Surveying, and Construction Project Management Firms shall be in accordance with Chapter 10, Division 5, Title 1 of the California Government Code (§4525 to 4529.5).

4.02.10 Bottled Water Purchasing Policy

All purchases of bottled water by County Department must meet the following criteria to be approved for payment at County expense:

1. For County buildings, the Department Head shall contact either the:
 - a. Buildings and Grounds Department, to substantiate reasons for the need of outside water sources, i.e., bad plumbing, unsafe or unsanitary plumbing, inoperative water supply; or;
 - b. Health Service Department, Environmental Health Section regarding health reasons for the need of an outside water source, i.e., unsanitary water conditions, contaminated water sources.
2. For properties that are leased from private parties, it is the responsibility of the landlords to ensure potable water and the County shall not purchase bottled water.

Once appropriate findings are documented by either Buildings and Grounds or the Health Department, such documents shall be forwarded to the Department of Finance for substantiation of payment of bills. These findings shall need to be reviewed on an annual basis.

4.02.11 Credit Card Purchasing Policy

A. County employees and officers shall be granted rights to obtain a County credit card based on the discretion of the employee's department head. To obtain a credit card, the department head or appointed officer shall make a request to the Department of Finance to obtain a card. A credit agreement form must then be filled out to complete the transaction.

B. County credit cards are to be used for travel-related expenses only. The *Travel Policy* in *Title 7 of the County's Administrative Manual* describes travel authorizations and allowable expenses. Unauthorized purchases or personal purchases made will result in disciplinary action as well as deduction from the employee's paycheck for monies owed to the County.

C. The only exception to use of the credit cards for travel-related expenses will be granted to department heads and their assistants delegated under Section 4.02.06 of this Manual. Department Heads may delegate additional employees to use the credit card for purchasing by submitting written authorization to the Department of Finance. These authorized individuals will be allowed to use the credit cards according to the requirements and limitations as stated in the County's Purchasing Policy in Title 4 of the County's Administrative Manual, Chapter 4.04 of the Glenn County Code and I.M.P.A.C. VISA.

4.02.12 Policy for Use of County Owned Real Property

A. All departments, divisions, or other dependent or independent public or private entities which occupy an improved property or a building owned by the County which is used to provide any government service shall request approval for any electrical, plumbing, wiring, or repair or construction work of any kind to be done on the County owned property or to the exterior or interior of the building(s) by first submitting a work order to the Glenn County Building Services Department. Janitorial/Custodial services shall be provided by county staff in County owned buildings.

B. The Glenn County Building Services Department will act as the Project Manager for all projects referred to in section A above. The Building Services Department will determine whether county staff or an outside contractor will perform the work requested, contract for any work to be performed, and/or supervise the work to be done.

C. Before any departments, divisions, or other dependent or independent public or private entities which occupy an improved property or a building owned by the County which is used to provide any government services increases or decreases their square footage within a county owned property, or a county owned building, a request to do so shall be submitted to the Building Services Department. The County Facilities Committee, who will make a recommendation regarding the request to the Board of Supervisors, who will approve or disapprove the request, will review the request.

D. Ground Leases of County Property to Private Parties are exempt from the policies in the section.

4.02.13 Purchases of Materials and Supplies for First Aid and Injury Prevention

Purchases of Materials and Supplies suggested by the California Occupational Safety and Health Act may be made to ensure the continuing protection of Glenn County Employees.