

**ORDINANCE NO. 459  
(AS AMENDED THROUGH 459.5)  
AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING ORDINANCE NO. 459  
ESTABLISHING PURCHASING POLICIES AND PROCEDURES**

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

Section 1:

This ordinance amends and replaces Ordinance No. 459.4 and any prior version of Ordinance No. 459 in their entirety with the following:

**Section 1. PURCHASING AGENT**

The Department of Purchasing remains established and headed by the Purchasing Agent, who shall also be known as the Director for Purchasing and Fleet Services, and shall have the powers and duties prescribed by law for County Purchasing Agents, this ordinance, other ordinances, resolutions and orders of the Board of Supervisors.

Except as otherwise ordered by the Board of Supervisors, the Purchasing Agent shall provide the services stated in this ordinance on behalf of all County departments, agencies, and districts (collectively referred to hereafter as “departments”).

In the performance of his/her duties, the Purchasing Agent shall comply with applicable law and Board of Supervisors orders, including limitations on purchasing procedures. Applicable law shall have precedence over the authority described in this ordinance.

Except as to purchases initiated by him/her, the Purchasing Agent shall have no responsibility to determine that funds are budgeted or available for any purchase. This responsibility shall belong to the department requesting the purchase. County departments shall cooperate fully with the Purchasing Agent to assist him/her carrying out the duties under this ordinance.

**Section 2. SPECIFIC DUTIES OF THE PURCHASING AGENT**

The Purchasing Agent shall administer his/her department, its warehouses, funds and accounts; and shall:

- a. Purchase for the County all personal property.
- b. Rent or lease for the County all personal property, provided that any rental or lease agreement for longer than one year shall first be approved by the Board of Supervisors.
- c. Engage contractors to perform services and provide materials.
- d. Sell, exchange, or dispose of any item of personal property declared surplus to County needs.
- e. Participate in cooperative purchasing arrangements through State contracts or in association with other counties or public entities.
- f. Bid and award contracts for public works projects pursuant to the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.) as authorized by Ordinance No. 757.
- g. Perform such other services as the Board of Supervisors requires.

The Purchasing Agent shall maintain the County Purchasing Policy Manual as the source for Purchasing staff and department staff to obtain current information on County purchasing requirements. The Purchasing Agent shall update the Policy Manual and include new requirements or information as will best fulfill his/her mission as described in this ordinance.

### **Section 3. EXCEPTIONS**

No purchases 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 for the following:

- a. Advertising
- b. Election supplies
- c. Legal brief printing, transcripts, and similar documents
- 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 of life or property from substantial hazard; or for unforeseeable events that jeopardizes immediate continued operation of a County function. Every emergency purchase shall be promptly reported in writing to the Purchasing Agent with the facts constituting the emergency.
- l. Government publications and law books
- m. Postage, including postage supplies and services
- n. Purchases specifically listed as exempt in the Purchasing Policy Manual

### **Section 4. BIDDING AND PROCUREMENT PROCEDURES**

Except as specifically otherwise required by law, the Purchasing Agent may make any purchase of personal property or services, or perform any other act under this ordinance, without notice, advertisement or securing competitive bids. The Purchasing Agent shall notify the Board of Supervisors prior to the purchase of any item or service costing more than \$50,000 made without securing competitive bids. The Purchasing Agent shall report to the Board within four weeks his/her reasons for the purchase of any item costing over \$5,000 from other than the responsive and responsible lowest bidder.

The Purchasing Agent shall use procurement methods and procedures as in his/her judgment will secure the lowest price while also obtaining the best value and quality for the County through the most responsive and responsible bidder.

### **Section 5. SURPLUS PROPERTY**

Any item of personal property may be declared surplus to County needs by a department if concurred with by the Purchasing Agent. The Purchasing Agent shall maintain a pool of extra County property 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/her judgment will return the best value to the County.

### **Section 6. STANDARDS / DEPARTMENT COOPERATION**

The Purchasing Agent may organize one or more committees to assist him/her in establishing standards of type, design or quality of purchases. He/she shall be the chair of any such committee, which may include the heads or other representatives of user departments and others concerned. As to purchases for particular uses, the Purchasing Agent shall consult with and give consideration to the recommendations of the department head making the purchase.

**Section 7. PARTICIPATION OF OTHER ENTITIES**

As deemed appropriate by the Purchasing Agent, including such application of procurement conditions as are necessary, cities or other governmental entities shall be allowed to participate in County purchase contracts. Such purchases will be made in the name of the city or governmental entities. The city or governmental entities will be responsible for payment directly to the vendor and for any tax liability; and will hold the County harmless for all matters related to its purchase. Participation may be subject to an administrative charge as determined by the Purchasing Agent.

**Section 2:**

This ordinance shall take effect thirty (30) days after the date of adoption.

**Adopted:** 459 10/05/1959 (Eff: 11/04/1959)

**Amended:** 459.1 05/14/1974 (Eff: 07/01/1974)

459.2 Item 3.3 of 05/07/1985 (Eff: 06/07/1985)

459.3 Item 3.5 of 09/25/1990 (Eff: 10/02/1990)

459.4 Item 3.6 04/20/1993 (Eff. 05/20/1993)

459.5 Item 3-22 of 05/19/2015 (Eff: 06/18/2015)