

FORM APPROVED COUNTY COUNSEL
 BY: GREGORY P. PRIAMOS
 DATE: 4/1/15

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

617



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
 March 10, 2015

SUBJECT: Initiation of an Amendment to Ordinance 459, Establishing Purchasing Policies and Procedures. All Districts; [\$5,000]; Purchasing Department Budget 100%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt an order initiating an amendment to Ordinance No. 459 that would update purchasing procedures commensurate with state law and other administrative changes, and;
2. Direct the Purchasing and Fleet Services Department to prepare and process the ordinance amendment.

BACKGROUND:

Summary

Ordinance 459 provides the establishment of purchasing policies and procedures for the County. The Ordinance's last revision occurred in 1993, and since that time, updates in state law governing public purchasing, inflationary adjustments and other administrative changes within the County need to be reflected within the Ordinance.

(Continued on Page 2)

Lisa Brandl
 Lisa Brandl, Director
 Purchasing and Fleet Serv. Dept.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 5,000	\$	\$ 5,000	\$	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 5,000	\$	\$ 5,000	\$	
SOURCE OF FUNDS: Purchasing Department Budget				Budget Adjustment: No	
				For Fiscal Year: 14/15	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Ivan M. Chand*
 Ivan M. Chand 4/2/2015

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Initiation of an Amendment to Ordinance 459, Establishing Purchasing Policies and
Procedures. All Districts; [\$5,000]; Purchasing Department Budget 100%**

DATE: March 10, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

Subject to the Board's approval, the Purchasing and Fleet Services Department will prepare and process the ordinance amendment.

Impact on Citizens and Businesses

Amending Ordinance No. 459 will streamline the procurement process to be more efficient and reduce the processing time for issuance of purchase orders used to pay vendors who do business with the County.

SUPPLEMENTAL:

Fiscal

The costs of preparing and processing the ordinance amendment will be approximately \$5,000. All of these costs are reflected in the Purchasing Department's 2014-15 budget. No budget adjustment is requested.