

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

739



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
April 14, 2015

SUBJECT: Introduction of Ordinance 459.5, Establishing Purchasing Policies and Procedures. All Districts; [\$5,000]; Purchasing Department Budget 100%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Introduce Ordinance 459.5, an Ordinance of the County of Riverside Amending Ordinance No. 459 Establishing Purchasing Policies and Procedures (Attachment A), and;
2. Adopt Ordinance 459.5, An Ordinance of the County of Riverside Amending Ordinance No. 459, Establishing Purchasing Policies and Procedures at the May 19, 2015, Board meeting.

BACKGROUND:

Summary

(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 4/20/2015

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Tavaglione and duly carried, IT WAS ORDERED that the above ordinance is approved as introduced with waiver of reading, and is set for Tuesday, May 19, 2015, at 9:00 a.m.

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: Benoit
Date: April 28, 2015
xc: Purchasing, COB

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

Prev. Agn. Ref.: 3.6 4/20/1993; 3-14 4/14/15 | District: ALL | Agenda Number:

3-26

APPROVED COUNTY COUNSEL
4/16/15
DATE
JAMES E. BROWN

Departmental Concurrence

A-30
 Positions Added
 Change Order
 4/5 Vote

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Introduction of Ordinance 459.5, Establishing Purchasing Policies and Procedures. All
Districts; [\$5,000]; Purchasing Department Budget 100%**

DATE: April 14, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

Ordinance 459 provides the establishment of purchasing policies and procedures for the County, which is allowed under sections 25502.5 and 25502.7 of the Government Code. The purpose of this submittal is to update the Ordinance, which was last revised in 1993. 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.

Administrative changes include removal of reference to the General Services Agency, which no longer exists, the revision of the name of the Purchasing Department from "Purchasing and Material Services" to "Purchasing and Fleet Services Department", allowing an administrative fee if another political subdivision uses an awarded contract by the county, and other reformatting changes. Additionally, the revision increases the specified limit for notifying the Board regarding the purchase of goods or services without securing competitive bids from \$25,000 to \$50,000 to accommodate inflationary increases.

An additional change consists of clearly adopting the updated the limits for public works in accordance with Section 22032 of the Public Contract Code and Ordinance No. 757, which now allow the following: Public works projects of \$45,000 or less may be performed by negotiated contract or purchase order. Public works projects of \$175,000 or less may be contracted for using informal bidding procedures.

Impact on Citizens and Businesses

Adopting Ordinance No. 459.5 will streamline the procurement process to be more efficient and reduce the processing time 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.

Contract History and Price Reasonableness

N/A

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject
to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: JULIE WALTZ

Address: _____
(only if follow-up mail response requested)

City: _____ **Zip:** _____

Phone #: _____

Date: _____ **Agenda #** 3-26

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

_____ **Support** _____ **Oppose** _____ **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

_____ **Support** _____ **Oppose** _____ **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.