

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

Departmental Concurrence

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

139 C



**FROM:** Purchasing and Fleet Services Department

**SUBMITTAL DATE:**  
 April 16, 2015

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

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt Ordinance 459.5, An Ordinance of the County of Riverside Amending Ordinance No. 459 Establishing Purchasing Policies and Procedures.

**BACKGROUND:**

**Summary**

On April 14, 2015, the Board of Supervisors directed the Purchasing and Fleet Services Department to prepare and process the ordinance amendment. On April 28, 2015, the Purchasing and Fleet Services Department introduced Ordinance 459.5, Establishing Purchasing Policies and Procedures, which encompassed administrative and other changes.

(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*

County Executive Office Signature

Ivan M. Chand 4/20/2015

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Ordinance 459.5 is adopted with waiver of the reading.

Ayes: Jeffries, Washington, Benoit and Ashley  
 Nays: None  
 Absent: Tavaglione  
 Date: May 19, 2015  
 xc: Purchasing, MC, COB

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

**3-22**

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

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

**DATE: April 9, 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



1                    Section 2.    SPECIFIC DUTIES OF THE PURCHASING AGENT.

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

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

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

26                   Section 3.    EXCEPTIONS. No purchases described in Section 2 shall  
27    be made by any County officer or employee without a purchase order or other written  
28    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

1 to the Board within four weeks his/her reasons for the purchase of any item costing over  
2 \$5,000 from other than the responsive and responsible lowest bidder.

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

6 Section 5. SURPLUS PROPERTY. Any item of personal property  
7 may be declared surplus to County needs by a department if concurred with by the  
8 Purchasing Agent. The Purchasing Agent shall maintain a pool of extra County property  
9 deemed usable and shall make it available to any department having a need. In disposing  
10 of surplus property, the Purchasing Agent shall use such methods and procedures as in  
11 his/her judgment will return the best value to the County.

12 Section 6. STANDARDS / DEPARTMENT COOPERATION. The  
13 Purchasing Agent may organize one or more committees to assist him/her in establishing  
14 standards of type, design or quality of purchases. He/she shall be the chair of any such  
15 committee, which may include the heads or other representatives of user departments and  
16 others concerned. As to purchases for particular uses, the Purchasing Agent shall consult  
17 with and give consideration to the recommendations of the department head making the  
18 purchase.

19 Section 7. PARTICIPATION OF OTHER ENTITIES. As deemed  
20 appropriate by the Purchasing Agent, including such application of procurement  
21 conditions as are necessary, cities or other governmental entities shall be allowed to  
22 participate in County purchase contracts. Such purchases will be made in the name of the  
23 city or governmental entities. The city or governmental entities will be responsible for  
24 payment directly to the vendor and for any tax liability; and will hold the County  
25 harmless for all matters related to its purchase. Participation may be subject to an  
26 administrative charge as determined by the Purchasing Agent.”

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STATE OF CALIFORNIA        )  
  )  
COUNTY OF RIVERSIDE        )        SS

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said county held on May 19, 2015, the foregoing ordinance consisting of 2 Sections was adopted by the following vote:

AYES:                   Jeffries, Washington, Benoit and Ashley  
NAYS:                   None  
ABSENT:                 Tavaglione

DATE:        May 19, 2015

KECIA HARPER-IHEM  
Clerk of the Board  
BY:   
Deputy

SEAL





OFFICE OF  
CLERK OF THE BOARD OF SUPERVISORS  
1st FLOOR, COUNTY ADMINISTRATIVE CENTER  
P.O. BOX 1147, 4080 LEMON STREET  
RIVERSIDE, CA 92502-1147  
PHONE: (951) 955-1060  
FAX: (951) 955-1071

KECIA HARPER-IHEM  
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR  
Assistant Clerk of the Board

May 26, 2015

THE PRESS ENTERPRISE  
ATTN: LEGALS  
P.O. BOX 792  
RIVERSIDE, CA 92501

FAX: (951) 368-9018  
E-MAIL: [legals@pe.com](mailto:legals@pe.com)

RE: ADOPTION OF ORDINANCE NO. 459.5 ESTABLISHING PURCHASING POLICIES  
AND PROCEDURES

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME** on **Friday, May 29, 2015**.

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office, WITH TWO CLIPPINGS OF THE PUBLICATION.

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

*Cecilia Gil*

Board Assistant to:  
KECIA HARPER-IHEM, CLERK OF THE BOARD

**Gil, Cecilia**

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**From:** PEC Legals Master <legalsmaster@pe.com>  
**Sent:** Tuesday, May 26, 2015 9:33 AM  
**To:** Gil, Cecilia  
**Subject:** Re: FOR PUBLICATION: ADOPTION OF ORD. NO. 459.5

Received for publication on May 29. Proof with cost to follow.

Thank you.

Legal Advertising Phone: 1-800-880-0345 / Fax: 951-368-9018 / E-mail: [legals@pe.com](mailto:legals@pe.com)

**Please Note: Deadline is 10:30 AM, three (3) business days prior to the date you would like to publish. \*\*Additional days required for larger ad sizes\*\***

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A Freedom News Group Company

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**From:** Gil, Cecilia <[CCGIL@rcbos.org](mailto:CCGIL@rcbos.org)>  
**Sent:** Tuesday, May 26, 2015 8:59 AM  
**To:** PEC Legals Master  
**Subject:** FOR PUBLICATION: ADOPTION OF ORD. NO. 459.5

Good morning! Attached is an Adoption of Ordinance, for publication on Friday, May 29, 2015. Please confirm. THANK YOU!

*Cecilia Gil*  
Board Assistant  
Clerk of the Board  
951-955-8464  
MS# 1010



OFFICE OF  
CLERK OF THE BOARD OF SUPERVISORS  
1st FLOOR, COUNTY ADMINISTRATIVE CENTER  
P.O. BOX 1147, 4080 LEMON STREET  
RIVERSIDE, CA 92502-1147  
PHONE: (951) 955-1060  
FAX: (951) 955-1071

KECIA HARPER-IHEM  
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR  
Assistant Clerk of the Board

May 26, 2015

THE DESERT SUN  
ATTN: LEGALS  
P.O. BOX 2734  
PALM SPRINGS, CA 92263

FAX: (760) 778-4731  
E-MAIL: [legals@thedesertsun.com](mailto:legals@thedesertsun.com)

RE: ADOPTION OF ORDINANCE NO. 459.5 ESTABLISHING PURCHASING POLICIES  
AND PROCEDURES

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME** on **Friday, May 29, 2015**.

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office, **WITH TWO CLIPPINGS OF THE PUBLICATION**.

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

*Cecilia Gil*

Board Assistant to:  
KECIA HARPER-IHEM, CLERK OF THE BOARD

## Gil, Cecilia

---

**From:** Moeller, Charlene <CMOELLER@palmspri.gannett.com>  
**Sent:** Tuesday, May 26, 2015 9:05 AM  
**To:** Gil, Cecilia  
**Subject:** RE: FOR PUBLICATION: ADOPTION OF ORD. NO. 459.5

Good Morning ☺

Ad received and will publish on date(s) requested.

**Charlene Moeller** | Customer Care Representative / Legals

The Desert Sun Media Group  
750 N. Gene Autry Trail, Palm Springs, CA 92262  
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This email and any files transmitted with it are confidential and intended for the individual to whom they are addressed. If you have received this email in error, please notify the sender and delete the message from your system

**From:** Gil, Cecilia [<mailto:CCGIL@rcbos.org>]  
**Sent:** Tuesday, May 26, 2015 9:00 AM  
**To:** Email, TDS-Legals  
**Subject:** FOR PUBLICATION: ADOPTION OF ORD. NO. 459.5

Good morning! Attached is an Adoption of Ordinance, for publication on Friday, May 29, 2015. Please confirm. THANK YOU!

*Cecilia Gil*  
Board Assistant  
Clerk of the Board  
951-955-8464  
MS# 1010

BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

**ORDINANCE NO. 459.5**  
**AN ORDINANCE OF THE COUNTY OF RIVERSIDE**  
**AMENDING ORDINANCE 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
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- j. Items exempt by law or by specific order of the Board of Supervisors
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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.

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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.

Marion Ashley, Chairman of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on **May 19, 2015** the foregoing Ordinance consisting of two (2) sections was adopted by said Board by the following vote:

AYES: Jeffries, Washington, Benoit and Ashley  
NAYS: None  
ABSENT: Tavaglione

Kecia Harper-Ihem, Clerk of the Board  
By: Cecilia Gil, Board Assistant