ORDINANCE NO. \_\_\_\_\_\_\_\_\_\_\_

# AN ORDINANCE OF THE COUNTY OF SISKIYOU

# AMENDING

# CHAPTER 8 OF TITLE 2

# OF THE SISKIYOU COUNTY CODE

# REGARDING THE COUNTY PURCHASING SYSTEM

THE BOARD OF SUPERVISORS OF THE COUNTY OF SISKIYOU ORDAINS AS FOLLOWS:

SECTION I: Section 2-8.07, of Chapter 8, of Title 2 is hereby amended to read as follows:

“Section 2-8.07. – Purchase of personal property specified in Government Code Section 2508; Competitive bidding rules and regulations.

(a) Intent. Pursuant to the authority of the Board of Supervisors provided in Government Code Section 25508, the purpose and intent of this section is to establish rules and regulations requiring the Purchasing Agent to obtain quotations by the use of formal or informal bids in connection with purchases costing more than Five Thousand ($5,000.00) Dollars of materials, supplies, furnishings, equipment, livestock and other personal property which such Purchasing Agent is authorized to purchase for the County. Purchases of Five Thousand ($5,000.00) Dollars or less, in appropriate circumstances, as determined by exercise of the Purchasing Agent's discretion, may be made using a purchase order.

(b) "Purchasing Agent" shall be the County Administrative Officer and shall include the Purchasing Agent's designees as specified in writing by the Purchasing Agent or the Board by resolution or minute order.

(c) Informal Bids. Unless otherwise provided by law, the Purchasing Agent may utilize informal bids to purchase personal property where the cost of such personal property, as defined in Government Code Section 25508, is more than Five Thousand and no/100ths ($5,000.00) Dollars and more than Twenty-five Thousand and no/100ths ($25,000.00) Dollars. "Informal bid" means a procurement procedure in which the request for a price for a product is solicited from a minimum of three (3) vendors, including, when practicable, local vendors, and awarded by the Purchasing Agent. When it is not practical to obtain the three (3) bids, the Purchasing Agent shall document his or her good faith effort to obtain multiple bids, which documentation shall satisfy the requirements herein.

(d) Formal Bids. Unless otherwise provided by law or authorized by County policy, the Purchasing Agent shall utilize formal bids to purchase personal property, as defined in Government Code Section 25508, where costs of such personal property is more than Twenty-five Thousand and no/100ths ($25,000.00) Dollars. "Formal bid" means a procurement procedure in which the request for a price for a product is solicited from a minimum of three (3) vendors, including local vendors, and a request for proposals (RFP) is prepared, posted on the County's website and, when determined to be appropriate by exercise of the Purchasing Agent's discretion, advertised in an appropriate publication calculated to bring maximum exposure in a cost effective manner. The requirement to solicit three (3) bids is satisfied if the RFP results in a minimum of three (3) responses. When it is not practical to obtain three (3) bids, the Purchasing Agent shall document his or her good faith effort to obtain multiple bids, which documentation shall satisfy the requirements herein.”

(e) Award. In addition to price, award of a bid shall be made on ability to provide a product satisfactory to County, service, experience, and other criteria as the County may declare in its solicitation for a price quote and request for bids. Price is an important, but not necessarily the determining factor, in awarding a contract. The County reserved the right to reject any and all bids and price quotes and to award a contract in the best interests of the County.

(f) Sole source procurement, which is a noncompetitive negotiated agreement, may be used in special conditions, such as:

(1) Only one firm or individual is qualified to do the work.

(2) An emergency exists of such magnitude that cannot permit delay.

(3) Competition is determined to be inadequate after solicitation of a number of sources.

Sole source contracts shall be in accordance with the County of Siskiyou Contracting and Purchasing Policy and Procedures.

(g) This section does not apply to contracts which statutorily must be let by contract to the lowest responsible bidder.

(h) Purchases of computers, software, and other highly technical services and devices must be coordinated with the County's (not just the department's) IT Department.

(i) Purchase of vehicles must be coordinated with Fleet Services, which is hereby established and is to be run out of the Public Works Department.

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_ 2022 at a regular meeting of the Board of Supervisors by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brandon A. Criss, Chairman

Siskiyou County Board of Supervisors

ATTEST:

LAURA BYNUM, CLERK,

Board of Supervisors

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy