

## **Chapter 2.52 COUNTY PURCHASING AGENT**

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### **2.52.010 Office established.**

Pursuant to the provisions of Section 25500 et seq. of the Government Code of the state of California, the office of purchasing agent of the county of Imperial is established.

(Prior code § 23400)

### **2.52.020 General duties.**

The purchasing agent shall have the duties and powers prescribed by laws of the state of California relating to county purchasing agents, this chapter and the resolutions of the board of supervisors. He or she shall be the head of the purchasing department of the county and shall appoint such deputies, assistants, and other employees therein as shall from time to time be authorized therefor in the current salary ordinance of the county of Imperial. He or she shall furnish the board of supervisors with such reports and information as the board may from time to time require and shall establish methods and procedures necessary for the proper functioning of the purchasing department in an efficient and economical manner.

(Prior code § 23401)

### **2.52.030 Specified duties.**

The purchasing agent shall have the authority to:

- A. Perform those duties established under Government Code Section 25501. However, purchasing agent shall not be authorized pursuant to Government Code Section 25501(c) to contract for public works projects pursuant to Article 7.5 (commencing with Section 20120) of Chapter 1 of

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Part 3 of [Division 2](#) of the Public Contract Code in excess of the monetary limitations set forth under Government Code Section 25502.3;

- B. Engage independent contractors pursuant to the limitations set forth under Government Code Section 25502.3;
- C. Solicit and accept trade-in allowances pursuant to Government Code Section 25503;
- D. Sell surplus property pursuant to Government Code Section 25504;
- E. Sell any personal property and lease the same back pursuant to Government Code Section 25504.5;
- F. When specifically authorized by law, purchase for the superintendent of schools or other public officer or agency personal property;
- G. When specifically authorized by law, sell or dispose of personal property of any special district and pay the proceeds thereof into the treasury of the district, or if an exchange or trade is made, return the proceeds to the special district;
- H. Perform such other services as the board of supervisors may from time to time by resolution require.

(Ord. 1216 § 3, 1994: prior code § 23402)

#### **2.52.040 Emergency purchases.**

Emergency purchases may be made by any person or official authorized to sign requisitions when the purchasing agent or any of his or her assistants in the purchasing department authorized to make purchases is not immediately available and the item or items so purchased are immediately necessary for the continued operation of the office or department involved, or are immediately necessary for the preservation of life or property. Such emergency purchases shall be subsequently approved and confirmed by the purchasing agent, or if he or she refuses such confirmation, the board of supervisors may subsequently approve and confirm such purchase by a four-fifths vote of the entire board. Unless such purchases are so approved and confirmed by either the purchasing agent or the board of supervisors, the costs thereof shall not constitute a legal charge against the county.

(Prior code § 23403)

#### **2.52.050 Revolving fund.**

There is established from the unappropriated funds of the county a revolving fund in such an amount as the board of supervisors may from time to time by resolution establish, such fund to be known as the purchasing department revolving fund. The purchasing agent may purchase supplies, materials, and equipment in quantity to be issued to the several offices and departments of the county as needed and shall make payments therefor out of the funds of such revolving fund. As such supplies, materials, and equipment are issued to an office or department, the fund shall be reimbursed from the budgeted funds of the requisitioning department. The auditor shall certify availability of funds in the appropriate budget account of the department before such issues are made.

(Prior code § 23404)

#### **2.52.060 Purchasing procedure.**

Except as to purchases from the revolving fund, all purchases, rentals, and contracts shall be made only upon proper written requisitions, the forms of which shall be supplied by the purchasing agent to the several offices of the county. No purchase order shall be issued until the county auditor shall have

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certified that sufficient money is available in the proper budgeted fund of the department to pay for the purchase. The head of any county office, department, or institution or his or her duly designated assistant is authorized to draw requisitions for purchases for such office, department, or institution in accordance with current budget accounts. Such head may delegate such authority to one or more of his or her deputies, assistants, or employees within the department by filing a written authorization therefor with the purchasing agent and the auditor.

(Prior code § 23405)

#### **2.52.070 Department heads responsibility.**

Department heads, and other officers, shall be responsible for cooperating with the purchasing agent in carrying out the procedures set forth in this chapter.

(Prior code § 23405.5)

#### **2.52.080 Competitive bidding not required.**

Except as otherwise provided by this chapter or general law, the purchasing agent may without notice, advertisement, or the securing of competitive bids or quotations make any purchase of personal property, or do any other thing which he is authorized to do in this chapter; provided, however, that in the event he or she proposes to purchase any individual item (as distinct from the total contract) costing more than five thousand dollars (\$5,000.00) without securing competitive bids or quotations thereon, he or she shall report such proposed action to the board of supervisors with his or her reasons therefor, and secure the approval of such board; and provided further, that if he or she does call for competitive bids or quotations and accepts any bid or quotation other than the lowest upon any individual item costing more than five hundred dollars (\$500.00) he or she shall likewise report such fact to the board of supervisors.

(Prior code § 23406)

#### **2.52.090 Posting notice of sales.**

Notices of sales of surplus personal property shall be posted for not less than five business days preceding the day of sale in the county courthouse and in the office of the purchasing agent, and in such other public place within the county as the purchasing agent may deem advisable.

(Prior code § 23407)

#### **2.52.100 Advertising proposed sale.**

In the disposition of any surplus personal property and upon approval of the board of supervisors, the purchasing agent may purchase advertising space and may advertise the proposed sale or other disposition of the personal property in such newspapers, magazines, and other periodicals as in his or her judgment will best publicize the proposed sale or other disposition to those persons most likely to bid for or purchase the personal property. Within the limitation of the order of the board of supervisors approving the advertising, the purchasing agent shall decide upon the amount, nature, makeup, and content of the advertising.

(Prior code § 23408)

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#### **2.52.110 Surplus pool.**

Whenever any item or personal property is no longer needed by the office, department, or institution, in possession thereof, such fact shall be reported to the purchasing agent who may transfer such item to a surplus pool to be maintained under the supervision of the purchasing agent, and whenever any office, department, or institution is in need of an article which has been placed in such surplus pool or has requisitioned the purchase of a similar article, the purchasing agent may upon a properly drawn request for transfer or requisition transfer the article to such department.

(Prior code § 23409)

#### **2.52.120 Standards committee.**

The purchasing agent may organize standards committees as needed to establish standards with respect to the type, design, quality, or brand of a certain article or group of related articles or services purchased by the county. The membership of the committee shall be the purchasing agent who shall be chairperson, the county executive officer, and the heads of each county office, department, or institution that is a primary user of the item or group of items for which the committee is appointed. Any member of the committee may act through a representative appointed by him or her.

(Prior code § 23410)