BOARD OF SUPERVISORS - COUNTY OF MARIPOSA

STATE OF CALIFORNIA

ORDINANCE NO. 206

The Board of Supervisors of the County of Mariposa, State of California, do ordain as follows:

SECTION 1. PURPOSE

The purpose of this ordinance is to adopt policies and procedures governing purchases of supplies, equipment, and contractual services by the County of Mariposa in accordance with Article 6 of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code. This ordinance is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

SECTION 2. DEFINITIONS

As used in this ordinance

(a) "Agency" and "Using Agency" mean any of the departments, offices, or other organization units of the county government, and any special districts whose affairs and funds are under the supervision and control of the Board of Supervisors and for which the Board of Supervisors is ex officio governing body.

(b) "Supplies" and "Equipment" means any and all articles, materials or things which shall be furnished to, or used by, any agency, but excluding services or materials furnished "in kind" in lieu of cash to indigents.

(c) "Contractual Services" means any and all telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants, or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the county government but not furnished by its own employees. Purchase of space for legal advertising.
shall not be subject to the provisions of this ordinance.
(d) "Local Bidder" means a firm or individual who regularly
maintains a place of business and transacts business in, or main-
tains an inventory of merchandise for sale in the County of
Mariposa.

SECTION 3. PURCHASES BY AGENCY

The Board of Supervisors hereby authorizes each agency head
to purchase supplies and equipment for his agency in amounts or
estimated amounts of $1,000.00 or less; but such purchases shall be
made in conformity with the applicable provisions of this ordinance.
The Board of Supervisors may rescind or modify this authorization
by resolution. Subject to approval by minute order of the Board
of Supervisors, an agency head may delegate his authority to pur-
chase under this section to a deputy or assistant. Each agency
head is responsible for making all such purchases at the most
favorable price for the county consistent with efficient operation.
The agency head shall, whenever possible, secure competitive
quotations before making such purchases. When the Board of Super-
visors has entered into a contract with a vendor to supply all the
county's requirements for specified supplies or equipment, the
using agency shall not have authority to purchase such supplies or
equipment under this section.

SECTION 4. PURCHASES BY BOARD OF SUPERVISORS

Each agency head shall submit to the Board of Supervisors
requests for purchase of supplies and equipment in amounts or
estimated amounts in excess of $1,000.00. Purchase of supplies and
equipment in amount or estimated amounts between $1,000.00 and
$3,000.00 may be made by an agency head with the prior approval of
the Board of Supervisors. If the amount of the expenditure is esti-
mated to exceed $3,000.00, bids shall be solicited by public notice,
followed by an award by the Board of Supervisors, except where the
Board of Supervisors makes a finding recorded in its minutes that
competitive bidding would not be in the public interest. The method and extent of public notice shall be prescribed by the Board of Supervisors. All bids shall be submitted sealed to the Clerk of the Board. The Board of Supervisors may reject any or all bids for any or all supplies and equipment. A tabulation of all bids received, whether accepted or rejected, shall be open for public inspection for a period of not less than 30 days after the bid opening. In all cases, the award shall be made by the Board of Supervisors to the lowest responsible bidder. In determining the lowest responsible bidder, the Board of Supervisors shall take into consideration the quality offered and its conformity with the specifications, the delivery and discount terms and conditions of the bid, and other information and data required to prove his responsibility. However, quality being equal, the award may be made to a responsible local bidder whose bid is not more than five per cent higher than the lowest responsible bidder.

SECTION 5. CONTRACTUAL SERVICES

Requests by a using agency for contractual services shall be submitted to the Board of Supervisors who may negotiate contracts for such services as it determines are necessary.

SECTION 6. EMERGENCY PURCHASES

Emergency purchases may be made by an agency when the supplies or equipment so purchased are necessary for the preservation of life or property. Such emergency purchases shall be submitted to the Board of Supervisors for ratification at its next meeting.

SECTION 7. GRATUITIES

The acceptance of any gratuity in the form of cash, merchandise, or any other thing of value by an official or employee of the county from a vendor or contractor, or prospective vendor or contractor, shall be a cause for disciplinary action.

SECTION 8. UNLAWFUL PURCHASES

Except as otherwise provided by law, no purchase of supplies,
equipment, or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

SECTION 9. CONFLICTING ORDINANCES

All ordinances or parts of ordinances in conflict herewith or inconsistent with the provisions of this ordinance are hereby repealed.

The foregoing ordinance was passed and adopted by the Board of Supervisors of the County of Mariposa, State of California, at a regular session of said Board held on the 10th day of February, 1960, by the following vote:

AYES: Supervisors McGregor, Ellis, McCay, Miller, Conrad
NOES: None
ABSENT: None

[Signature]
Chairman of the Board of Supervisors of the County of Mariposa, State of California.

Attest:

[Signature]
County Clerk and Ex Officio Clerk of the Board of Supervisors County of Mariposa, State of California.