

Business

Quality of Goods and Services/Purchasing Procedures

The county board recognizes that many factors must be considered before rational decisions can be made about the quality of goods and services ordered by the county office. It is false economy to save money by purchasing any item which cannot do the job required of it, and it is wasteful to spend more money than necessary to purchase a "quality" item when a less costly item would do the job as well.

The superintendent shall be responsible for all purchasing functions and the principles of quantity purchasing shall be followed when feasible. In all matters pertaining to purchasing the final decision in areas of dispute shall rest with the superintendent.

Purchasing shall strive to obtain the maximum, ultimate value of each dollar expended through strict adherence to the following basic purchasing fundamentals:

- a. pay the lowest price commensurate with quality, delivery and service;
- b. buy the proper product(s) for the purpose required;
- c. have the product(s) available when needed; and,
- d. buy without favor or prejudice.

Whenever possible, specifications and standards shall be established for all items purchased and periodic review and value analysis shall be made to update these specifications:

- a. grant all competitive bidders equal consideration;
- b. regard each transaction on its own merit;
- c. foster and promote fair, ethical, and legal trade practices; and,
- d. demand honesty in sales representation whether offered through the medium of verbal or written statement, an advertisement or a sample of the products.

Purchasing shall utilize established buying calendars which provide for large combined purchases throughout the year to achieve maximum benefit from quantity discounts, and market conditions, while at the same time keeping the number of purchase orders to a minimum. Such purchases shall be scheduled to obtain maximum benefit of quantity buying consistent with available storage facilities.

The superintendent requires all his/her employees to decline personal gifts or gratuities which might in any way influence the purchase of materials and

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services. This does not pertain to advertising gadgets offered for general distribution.

Each vendor and firm supplying goods, materials, equipment, or services of any kind from whom the county office is purchasing must guarantee as a condition of the contract that it is an equal opportunity employer.

Supplies and equipment purchased from the county school service fund shall be ordered on a purchase order approved by the superintendent and the business services office.

Emergency purchases shall have prior verbal approval of the superintendent and business services office and a purchase order number obtained before purchasing.

Legal Reference: Administrative Code, Title 5
17290 et seq. Purchasing and replacing of capital
outlay items

Policy

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