

		Policy # 2101
Subject: County Purchasing Policy		
Responsible Department: General Services		
Effective Date: 07/2018		Revision Date: 3/2022
Ann Edwards County Executive		
David Villanueva Deputy County Executive		
Jeffrey A. Gasaway Department Director		

1. Purpose

This Policy sets forth how purchasing activities are to be conducted in Sacramento County and applies to all County employees. The policy reinforces the basic principle that, in general, a competitive selection process is always the preferred method to select County vendors and contractors. The Public Contract Code also requires competitive bidding for certain categories of procurement, and the County charter requires a competitive selection process when contracting for services that have ever been provided by a County civil servant.

2. Authority

Sacramento County Code 2.56.020, 2.56.060, 2.61 and Govt. Code Sections 31000 *et seq.*, the California Public Contract Code and the Federal Acquisitions Regulations.

3. Scope

4. Policy

The policy applies to all purchases and contracts for “goods and/or services” in excess of \$100,000 or any contract pursuant to Sacramento County Charter, Article XVI, Section 71J (also known as “71-J”) let through the Contract & Purchasing Services Division.

Except as authorized by Section 2.56.250 (Exceptions to Bidding), all purchases or annual contracts by the Purchasing Agent exceeding \$100,000 shall be made pursuant to formal competitive solicitation (bids, proposals, reverse auctions, etc.) and shall be let to the party whose offer provides the greatest value to the County.

This policy does not apply to:

1. "Public works" contracts, although formal competitive bidding is required for most such contracts. (See Public Contracts Code, sections 20120-20145)
2. "goods and/or services" purchases or contracts that have an "Exception to Bid" that has been reviewed by the Department Head or Deputy County Executive, approved by the County's Purchasing Agent (or their designee) and filed with the CAPSD;
3. Independent Special Districts that are not required to use the services of the County Purchasing Agent.

The Policy also incorporates the declarations of the County Procurement Code of Ethics. All County staff involved in County purchasing activities shall refrain from any conduct or activity that:

- may be considered a conflict of interest per Government Code Section 877100 et. seq. (Conflict of Interest laws), or;
- may give the perception of an impropriety upon evaluation by the County Executive, the Deputy County Executive for Administrative Services, or the Director of General Services.

Department heads or other County employees generally do not have the authority to contract (including an amendment, extension or termination of the contract) unless the Board of Supervisors has delegated that authority or there is a specific statute providing such authority.

The Board of Supervisor's delegation of authority must be in writing, by ordinance, resolution, or policy specifying the parameters of the authority being delegated. Some contracts require Board approval by a four-fifths vote. Absent delegation or statutory authority, the authority to execute, amend, extend or terminate a contract rests with the Board of Supervisors.

5. Review

Bi-Annually, or as Govt. or County Codes change

Attachments:

Attachment 1 – County Purchasing Policy Procedures

Attachment 2 – Contracts Manual

Attachment 3 – Introduction to Contract and Purchasing Services Division

Attachment 4 – County Purchasing Procedures and Guidelines