

# **TO ALL COUNCILMEMBERS:**

## **Additional Information**

*For*

**July 26, 2016**

### **FINANCE COMMITTEE #1**

### **OTHER ITEMS #1**

1. Ordinance amending Whatcom County Code 3.08, Purchasing System (AB2016-191) (from 6/14, 6/28, and 7/12) **Pages 1 - 9**

*See yellow highlighted changes in section 3.08.010 and section 3.08.020*

*DISTRIBUTED: July 25, 2016*

*TIME: 2:30 p.m.*

*Submitted by: Councilmember Sidhu*

**EXHIBIT A**  
**Chapter 3.08**  
**PURCHASING SYSTEM**

**Sections:**

- 3.08.010 Purpose.
- 3.08.020 Administration.
- 3.08.030 Authority and functions.
- 3.08.040 Price quotations.
- 3.08.050 Vendor lists.
- 3.08.060 Bids and proposals required.
- 3.08.070 Contractor's bond required for public works.
- 3.08.080 Labor and material claims.
- 3.08.090 Bid specifications, deposits and awards.
- 3.08.095 Small works roster contract award process.
- 3.08.100 Council approval required.
- 3.08.110 Unregistered or unlicensed contractors prohibited.
- 3.08.120 Joint purchasing.
- 3.08.130 Amendments to chapter.
- 3.08.140 Severability.

**3.08.010 Purpose.**

It shall be the purpose of this chapter to establish a purchasing system to work with all county departments, agencies, boards and commissions, and other operations of the county to ensure efficiency in procurement of supplies and equipment of the necessary quality at the lowest possible cost; to ensure compliance with purchasing statutes, regulations, policies and procedures; to ensure efficient utilization of county property, new and used; and to minimize employee time devoted to purchasing functions. (Ord. 2013-029 Exh. A; Ord. 2007-004 Exh. A; Ord. 97-034 Exh. A; Ord. 93-042 Exh. H).

In addition, it is intended that the purchasing system be as transparent as possible, deliver timely and complete procurement information to prospective vendors, and report successful bids, contracts and project expenditures to the public using the County's website.

**3.08.020 Administration.**

The director of the administrative services department shall have full authority and responsibility for the operation and ongoing improvement of the purchasing system under the direction of the county executive. (Ord. 2013-029 Exh. A; Ord. 2007-004 Exh. A; Ord. 97-034 Exh. A; Ord. 93-042 Exh. H).

**3.08.030 Authority and functions.**

- A. The authority to recommend and implement administrative policies and procedures that provide a comprehensive basis for purchasing functions shall fall under the purview of the purchasing system.
- B. The following responsibilities shall be coordinated through the purchasing system:
  1. Continue to improve services to departments and agencies in the area of purchasing.
  2. Develop automated requisition and reporting systems.
  3. Improve purchasing productivity and control for all departments.