

Purchasing Policies and Procedures (Administrative Regulations)

SECTION 1: PURPOSE AND POLICY STATEMENT

Date: 03/2009

1-1. Purpose

- 1-1.1 The purpose of these Administrative Regulations is to provide the City of South Lake Tahoe a means of assuring continuity and uniformity in its purchasing practices, to define the responsibilities of the Purchasing Division and operating departments, to Administrative Regulations on an as needed basis, and to provide procedures including, but not limited to, Central Stores, Method of Purchasing to be Used, Receiving, Disposal of Surplus Property, and the Administration of Unilateral Citywide Service Contracts. Authority to establish reasonable rules and regulations concerning purchasing activities is granted to the Purchasing Manager in Chapter 22-4 of the City Code, provided all such rules and regulations are not in conflict with this Chapter or the State of California, and are concurrently approved by the City Manager.
- 1-1.2 Guidelines for purchasing goods and services are provided in these Administrative Regulations. The latest copy of the Administrative Guidelines can be found on the Purchasing page of the City's website.

1-2. Policy Statement

- 1-2.1 The policies and procedures contained in these Administrative Regulations are based upon Chapter 22, Ordinance No. 987, of the City Code relating to the Purchasing of Goods and Services. This adopted centralized purchasing system calls for the establishment of "efficient procedures for public bidding, contracting for public works projects, the purchase of materials, supplies and equipment, and contracting for services for the City at the lowest possible cost commensurate with quality needed, to exercise positive cost control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is hereby adopted. (§22-3 of City Code).
- 1-2.2 The Purchasing Manager is charged with the "responsibility for administering the City's purchasing of materials, supplies, equipment and services in accordance with Chapter 22 of the City Code and other applicable laws". These may include, but are not limited to, the purchase or contract of leases, negotiation and execution of purchasing supplies and equipment, open competition through the bid process, monitoring of specification conformance, the City's procurement card, and the transfer and disposition of surplus property". Additionally, the Purchasing Manager, or his/her designee, is responsible for administering all multi-departmental City contracts such as: custodial services, first aid supplies, uniform and linen rentals, central supply agreements, copier equipment, postage machine equipment, procurement card program ("CalCard"), etc.

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- 1-2.3 Procedures outlined herein are to be followed by the Purchasing Division and operating departments when procuring supplies and services.