



Legislation Text

File #: 24-307, Version: 1

Memorandum

Date: March 19, 2024

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administrative Officer
Casey Moreno, Deputy County Administrative Officer

Subject: (Continued from February 6, 2024) 9:45 A.M. - Public Hearing - Consideration of an Ordinance Amending the Purchasing Ordinance: Article X of Chapter Two of the Lake County Code to include increased purchasing limits, additional definitions, modify requirements for exemptions from competitive bidding and additional procedures for informal and formal bidding

Executive Summary:

Staff is requesting that Article X of Chapter Two of the Lake County Code be amended to increase the purchasing limits, include additional definitions, modify a requirement for exemptions from competitive bidding and additional procedures for informal and formal bidding.

Of the 35 counties we were able to obtain copies of their purchasing policies, all but 6 have significantly higher limits before requiring BOS approval. The distinction between RFP and formal bids is something that is currently missing as well as the procedures for RFP.

The following sections have the proposed changes:

Section 2-34. Definitions: (m) Purchase Order or Written Purchase Order, (n) Bid, (o) Request for Proposal (RFP), and (p) Request for Quotation (RFQ).

Section 2-36. Powers and Duties: (a-c, m, n) \$25,000 is increasing to \$100,000.

Section 2-37.4 Added language to prevent purchases from being split.

Section 2-38. Exemptions from Competitive Bidding.

38.2(3) is being removed and replaced with "Service provided by another governmental agency".

38.3 \$25,000 increased to \$50,000

38.7 Added exemption pursuant to Election Code 13001 and 14100

Section 2-39. Solicitation Methods and Awarding Authority.

(a) \$3,000 increased to \$5,000

- (b) \$3,000 increased to \$5,000, and \$25,000 increased to \$50,000
- (c) \$25,000 increased to \$50,000, and \$50,000 increased to \$100,000
- (d) \$50,000 increased to \$100,000

Section 2-40. Informal Solicitation and Evaluation Procedures.

40.2 is being amended to include additional procedures for an RFQ.

40.3 \$3,000 increased to \$5,000, \$25,000 increased to \$50,000, and \$50,000 increased to \$100,000

40.4 \$50,000 increased to \$100,000

Section 2-41. Soliciting and Awarding Formal Bids.

41.1 is amended to clarify procedures for bidding.

41.2 is amended to include RFP procedures and is moving former 41.2 to 41.3.

41.2 to 41.5 is moving to 41.3 to 41.6.

Section 2-42. Emergency Purchases.

42.1 \$3,000 increased to \$5,000

42.2 \$25,000 increased to \$100,000

These changes will improve efficiency and clarify informal and formal bidding for further transparency. Staff recommends your board approve the first reading of the purchasing ordinance update.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (*describe process undertaken in "Executive Summary"*)

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☒ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☐ County Workforce

☐ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

Recommended Action:

a) Waive the reading of the ordinance to have it read in title only.

b) Advance the second reading of the ordinance to the next regular meeting.