

4. GENERAL PURCHASING GUIDELINES

A. GOALS and OBJECTIVES

GOALS:

Public purchasing is the process of acquiring all those goods and services that are necessary to provide the public with those services that they require.

Private sector purchasing has several goals. Among these are to:

- purchase the proper goods or services to suit the businesses' needs.
- get the best possible price for goods or services.
- have the good or service available when and where it is needed.
- assure a continuing supply of needed goods and services.
- guard against any misappropriation of the business' assets procured by purchasing.

Public purchasing has these goals as well, but public purchasing must also assure that:

- responsible bidders are given a fair opportunity to compete for the County's business. This is done partially by the statutory requirements for competitive bids and proposals, and partially by the County's own purchasing procedures.
- public funds are safeguarded. Although the purchasing office does not usually designate the types of purchases to be made, it should see that the best value is received for the public's dollar.
- public spending is not used to enrich elected officials or County employees, or to confer favors on favored constituents.

OBJECTIVES:

Purchasing Objectives: The overall objective is to maintain at all times, and under all conditions, a continuous supply of goods and services necessary to support all County services. Purchasing gives prime consideration to the County's interests while seeking to maintain ethical supplier relationships. Some segments of this responsibility are to:

1. ENSURE the uninterrupted flow of services by obtaining and ensuring delivery of acceptable quality of goods and services at the right place and time.
2. DEVELOP reliable alternate sources of supplies to meet company requirements.
3. TREAT all technical information submitted by suppliers as "confidential" in order to preserve a good business reputation and obtain competitive bids.
4. COMPLY, in all respects, with the anti-trust laws, and with all other applicable laws without qualification or evasion.
5. PURCHASE materials and services for the County's use at the maximum end - use value per dollar spent.
6. RESOLVE complaints on all purchased goods and services.
7. PROVIDE leadership in the standardization of materials, supplies, equipment, services and policies.
8. PROVIDE leadership for the management of inventories of purchased goods so as to meet the use requirements of the County's departments at the lowest possible cost.
9. DISPOSE of, to the best advantage of the County, all materials and equipment declared to be surplus or obsolete.