

Title 2. Administration

Chapter 6. PURCHASING SYSTEM

§ 2-6.01. Purchasing system adopted.

A purchasing system is hereby adopted for the City in accordance with the provisions of Section **19.9** of the Charter of the City in order to establish efficient procedures for the purchase of supplies and equipment, to secure for the City supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases.

(§ 1, Ord. 1685 c.s.)

§ 2-6.02. Public works projects.

Purchasing procedures for public works projects shall be pursuant to Section **19** of the Charter of the City and Title **2**, Chapter **6.1** of the Redondo Beach Municipal Code.

(§ 2, Ord. 1685 c.s., as amended by § 1, Ord. 1927 c.s., eff. February 15, 1967, § 1, Ord. 2438 c.s., eff. June 5, 1986, and § 1, Ord. 3130 c.s., eff. June 19, 2015)

§ 2-6.03. Purchasing Agent: Powers and duties.

The office of Purchasing Agent is hereby established to be under the administrative direction of the City Manager. The Purchasing Agent shall be responsible for a comprehensive purchasing program in order to purchase, by the most efficient and effective means, all supplies and equipment for all departments, officers, and employees of the City, unless otherwise provided by the Charter of the City or this chapter. The Purchasing Agent shall have the power and be required to:

- (a) Encourage competitive bidding for all City purchases;
- (b) Encourage the use of standard specifications and standard merchandise in order to provide the widest possible sources of supply;
- (c) Act at all times to procure the needed quality in supplies and equipment at the least expense to the City;

- (d) Act to discourage uniform bidding by vendors and endeavor to obtain full and open competition on all purchases;
 - (e) Keep informed of current developments in the field of purchasing prices, market conditions, and new products;
 - (f) Prescribe and maintain such forms as are reasonably necessary to the operation of this chapter and other rules and regulations;
 - (g) Store and be responsible for all goods not in actual use in the central warehouse;
 - (h) Recommend the use of standard materials by the departments of the City and the transfer of materials or supplies from one department to another as needed;
 - (i) Recommend the sale of obsolete or unusable supplies and equipment by bid or negotiation;
 - (j) Supervise the inspection of all supplies and equipment purchased to insure conformance with specifications;
 - (k) Maintain a bidders' list, vendors' catalog file, and records needed for the efficient operation of the Purchasing Department; and
 - (l) Negotiate and recommend the execution of contracts for the purchase of supplies and equipment.
- (§ 3, Ord. 1685 c.s., as amended by § 2, Ord. 3130 c.s., eff. June 19, 2015)

§ 2-6.04. Mayor shall sign all contracts.

Pursuant to Section **8.3**, Article VIII, of the Charter of the City, the Mayor shall sign all contracts, on behalf of the City.
(§ 4, Ord. 1685 c.s., as amended by § 3, Ord. 3130 c.s., eff. June 19, 2015)

§ 2-6.05. Contracts with governmental purchasing agencies.

The City Manager, with the approval of the Council, may authorize, in writing, any governmental agency other than the City to purchase or contract for specified supplies and equipment independently of the Purchasing Agent, but the City Manager shall require that such purchases or contracts be made in conformity with the procedures established by this chapter and shall further require periodic reports from the agency on the purchases and contracts made under such written authorizations.
(§ 5, Ord. 1685 c.s.)

§ 2-6.06. Local vendor preference.

The Purchasing Agent is hereby authorized and directed to extend a preference to local vendors in the form of a one percent price advantage in the evaluation of bids or proposals for the purchase of supplies and equipment under this chapter.

- (a) The preference granted under this section shall not apply to any of the following:
 - (1) Procurement for public works projects;

- (2) Purchases funded in whole or in part by grants, donations or gifts to the City if the provisions of this section conflict with the conditions attached to any such grant, donation or gift;
 - (3) Contracts for professional services described in Section **2-6.09**; and
 - (4) Noncompetitive purchases described in Section **2-6.10**.
- (b) For purposes of this section, a vendor is deemed to be a local vendor if all of the following criteria are met at the time any bid or quote is initially solicited or published by the City:
- (1) The vendor must hold a valid Redondo Beach business license with no delinquent balances for any types of transactions with the City;
 - (2) The vendor must currently conduct business in a physical location within the City; and
 - (3) The vendor must have conducted business in a physical location within the City and pursuant to a valid Redondo Beach business license for a continuous period of not less than six months prior to the initial solicitation or publication of bids or quotes by the City.
- (§ 6, Ord. 1685 c.s.; repealed by § 1, Ord. 2335 c.s., eff. February 2, 1983, added by § 1, Ord. 3058 c.s., eff. October 21, 2010, as amended by § 4, Ord. 3130 c.s., eff. June 19, 2015)

§ 2-6.07. Purchasing procedure.

The policy and procedures for making City purchases are hereby established as follows:

- (a) The Requesting Department in arranging for City purchases may make purchases of less than Five Thousand and no/100ths (\$5,000.00) Dollars at its discretion. Purchases shall be made at the lowest cost commensurate with quality needed at reasonable intervals of time.
 - (b) The Requesting Department in arranging for City purchases of Five Thousand and no/100ths (\$5,000.00) Dollars and less than Fifteen Thousand and no/100ths (\$15,000.00) Dollars, shall solicit and receive two quotes in writing.
 - (c) The Requesting Department in arranging for City purchases of Fifteen Thousand and no/100ths (\$15,000.00) Dollars and less than Thirty-Five Thousand and no/100ths (\$35,000.00) Dollars, shall solicit and receive three quotes in writing.
 - (d) Purchases of material, supplies, and equipment of an estimated expenditure of Thirty-Five Thousand and no/100ths (\$35,000.00) Dollars or more shall be authorized in advance by the Council, unless otherwise approved in the current fiscal year's budget. The notice inviting bids shall be posted on the bulletin board in the City's administrative offices at least 10 days before the closing of bids, and the notice shall be published in the official newspaper of the City at least once 10 days prior to the closing of bid notices. The Council may elect to receive and handle the bids or may elect to direct that the bids received at a given time, date, and place by the Purchasing Agent be opened and publicly declared, and a resume of the bids received shall be forwarded with recommendations to the Council.
- (§ 1, Ord. 2881 c.s., eff. March 6, 2002, as amended by § 7, Ord. 1685 c.s., § 2, Ord. 1927 c.s., eff. February 15, 1967, § 1, Ord. 2289 c.s., eff. May 14, 1980, and § 4, Ord. 3130 c.s., eff. June 19, 2015)

§ 2-6.08. Policy on rejection of lowest bids.

The Council, upon the recommendation of the City Manager, may find and determine that a certain type, make, brand, supply, piece, or make of equipment is the most economical for use by the City, even though bids on similar merchandise or equipment are lower at the initial cost, and, since the maintenance, operation, or other factors could make a considerable long range cost differential, the Council's decision shall be final and conclusive. The Council, after such determination, may authorize the City Manager and Purchasing Agent to dispense with bids and purchase such equipment at the best possible market price as and when authorized by the Charter of the City.
(§ 8, Ord. 1685 c.s., as amended by § 4, Ord. 3130 c.s., eff. June 19, 2015)

§ 2-6.09. Professional services.

Professional services of engineers, architects, accountants, attorneys, doctors, and other professional classes are hereby declared to be noncompetitive, and bids need not be received in any case where the City is depending upon the skill, integrity, judgment, and ability of the service rather than the dollar cost of the direct labor and material going into the service.
(§ 9, Ord. 1685 c.s.)

§ 2-6.10. Noncompetitive purchases.

Noncompetitive supplies, merchandise, equipment, and services are hereby declared to be exempt from the bidding, advertising, and posting provisions of this chapter.
(§ 10, Ord. 1685 c.s.)

§ 2-6.11. Inspections and tests.

The Purchasing Agent shall inspect supplies and equipment delivered to determine their conformance with the specifications set forth in the order or contract. The Purchasing Agent shall have the authority to require chemical and physical tests of samples submitted with bids and samples of deliveries, which tests are necessary to determine quality and conformance with specifications.
(§ 11, Ord. 1685 c.s.)